

From: Isadora Yoffie - M1Y <[isadora.yoffie@gsa.gov](mailto:isadora.yoffie@gsa.gov)>  
Date: Thu, 8 Apr 2021 10:13:22 -0400  
Message-ID: <CAORBFJkwm42aJoLRcbKt\_t18KYE9YsW858nXU3kafQV2FsYuQ@mail.gmail.com>  
Subject: **Biweekly PTST/HR/Payroll Sync 4/7 Follow Up**  
To: Audrey Peel - CR1 <[audrey.peel@gsa.gov](mailto:audrey.peel@gsa.gov)>, Jamie Hamlin - CR1B <[jamie.hamlin@gsa.gov](mailto:jamie.hamlin@gsa.gov)>, Jearline Nicome - CSC <[jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov)>, Josette Colyne - CR1P <[josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)>  
Cc: John Geraghty - BGC <[john.geraghty@gsa.gov](mailto:john.geraghty@gsa.gov)>, Brad Kliethermes - BGC <[bradley.kliethermes@gsa.gov](mailto:bradley.kliethermes@gsa.gov)>, Bart Jestel - BGC <[bart.jestel@gsa.gov](mailto:bart.jestel@gsa.gov)>, Jared Reetz - BGC <[jared.reetz@gsa.gov](mailto:jared.reetz@gsa.gov)>, Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>, Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: b30e9e37d45fd9ead190820bca6d2e98

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Hi HR Team,

As a follow up to yesterday's call, please confirm that the preparation for the offboarding of Cassidy Hutchinson's (last day 4/9) and Katie Miller's (last day 4/9) is all set from a processing and benefits perspective.

Additionally, please propose a time or two that works for your team to meet on a bi-weekly basis for 15 to 20 minutes. We will look at the rest of the group's calendars and reschedule the "Biweekly PTST/HR/Payroll Sync" to a new time. We want to make sure that as much as possible this whole group can quickly connect so we remain on top of and in sync on all of the HR actions.

Thanks!

Dorsy

Date: Fri, 5 Mar 2021 16:12:45 -0600  
Message-ID: <CACeMak\_oVqZiD\_7iXbQZ=jsN65Kua+ugsNfGCHOpUGn8kRsJ1w@mail.gmail.com>  
Subject: **Budget Estimate as of 3-5-21**  
From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
To: William Harrison (b) (6) [REDACTED]@5office.com>  
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 9100f0249435e870d264e2b255160af2  
Attachments: Outgoing President Budget Estimate as of 3-5-21.xlsx

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Good afternoon Beau,

Attached is your budget estimate as of 3/5/21.

Please let us know if you have any questions.

Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

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**Embedded Attachments**  
(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

Outgoing President Budget Estimate as of 3-5-21.xlsx

Date: Thu, 6 May 2021 13:33:26 -0500  
Message-ID: <CACeMak-t1DeRNioXnbSPpx1XyWCCnqp8=a1pmSZhS1XzXuMD7g@mail.gmail.com>  
Subject: **Budget Estimate as of 5-6-21**  
From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
To: William Harrison (b) (6) @45office.com  
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: dd7c3e746d9a69398dfb9cff56714470  
Attachments: Outgoing President Budget Estimate as of 5-6-21.xlsx

---

Good afternoon Beau,

As you requested in our meeting.

Please let us know if you have any questions.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
U.S. General Services Administration  
w: 312.810.4626

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**Embedded Attachments**  
(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

Outgoing President Budget Estimate as of 5-6-21.xlsx

Date: Wed, 27 Jan 2021 08:26:55 -0600  
Message-ID: <CACeMak-f2u=LsarVHDY=aLirWcXKERV50fgwDRYv-c\_yF6-kWQ@mail.gmail.com>  
Subject: **Cassidy Hutchinson Onboarding**  
From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
To: William Harrison <(b) (6) @45office.com>  
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: beffd3c9c5ba6726d71e7faad52999ea

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Good morning Beau,

Cassidy was supposed to have her I9 meeting on Saturday but forgot her passport when she went on her trip.

Jearline reached out to her on Saturday to let her know that this Friday (1/29) is the absolute last day she can turn her form in and show her documents or she will not be onboarded on time to maintain benefits.

Jearline has not heard from her since Saturday. Can you please give us a status update on this?

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

Date: Thu, 21 Jan 2021 12:23:47 -0600  
Message-ID: <CACeMak-6bZsvwnmFJ7w6Zb2qSQDDBT9k0tkf6beX=W1adwA6w@mail gmail.com>  
Subject: **Estimated IT Budget as of 1/21/21**  
From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
To: William Harrison <(b) (6) @gmail.com>  
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 324380854d6d6499509bf421795e5fdf  
Attachments: Cisco IP Phones.pdf; Laptops and Monitors.pdf; Outgoing President IT Estimated Budget.xlsx

Beau,

I am still working to double check estimated benefits and payroll costs so I do not want to give you incorrect information on this.

I can send you an estimated budget for everything once I can get it all together.

In the meantime, attached is where we are currently at for an estimated IT cost. (Estimated at \$61,767.12 right now)

Erik did have two questions on the printers:

- Is the HP-455 Enterprise printer you requested the HP M4555?
- Will the HP751dn work for you? This is the duplex version of the HP-751 you requested.

I have attached the IT quotes that I have on hand. The phones are part of an existing contract so I do not have a quote for them.

Please let me know if you have any questions.

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

**Embedded Attachments**  
(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

- Cisco IP Phones.pdf
- Laptops and Monitors.pdf
- Outgoing President IT Estimated Budget.xlsx

From: Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>  
Date: Thu, 21 Jan 2021 16:40:44 -0500  
Message-ID: <CA+FdzcH+VuWCF026kZ+cAbDXbyOXDWA=yqDXsQVQXY22XvN8Mw@mail.gmail.com>  
Subject: **Furniture move & installation // Re: Personal Contact Information for Move**  
To: Beau Harrison <(b) (6) @gmail.com>, "Harrison, William B. EOP/WHO" <(b) (6)>  
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 4d9fce4d5b555ed9c075e47b8e4ef3c2

Good afternoon Beau,

I am checking in to get your feedback on your experience with the move of furniture by Cousins and delivery of furniture by CORT. If you could take a quick moment to let us know that you are satisfied with both actions we would greatly appreciate it!

Additionally, the costs of the moving and storage of the bedroom furniture are below. I had thought I sent this over to you; however it looks like it may have only been discussed during a conversation.

Per the Lessor: Cousins Costs for Furniture Move  
Minimum for the move is \$515.00 and \$65/month for storage.

Thank you,  
**Kristina Schroeder PMP, Regional Client Executive**  
Client Development Division, DoD/DHS/DoS Client Delivery Team  
GSA | Public Buildings Service | Southeast Sunbelt Region 4 (4P1AB)  
77 Forsyth Street, SW | Atlanta, GA 30303 | (b) (6) (C)  
[kristina.schroeder@gsa.gov](mailto:kristina.schroeder@gsa.gov)

On Thu, Jan 21, 2021 at 8:02 AM Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov> wrote:  
Good morning Beau,

Do not hesitate to call if there are any questions or concerns today during the move of furniture or installation of furniture. Both companies have your personal cell phone number to contact you as they arrive on site.

Thank you,  
**Kristina Schroeder PMP, Regional Client Executive**  
Client Development Division, DoD/DHS/DoS Client Delivery Team  
GSA | Public Buildings Service | Southeast Sunbelt Region 4 (4P1AB)  
77 Forsyth Street, SW | Atlanta, GA 30303 | (b) (6) (C)  
[kristina.schroeder@gsa.gov](mailto:kristina.schroeder@gsa.gov)

On Wed, Jan 20, 2021 at 3:46 PM Beau Harrison <(b) (6) @gmail.com> wrote:  
Thank you - I'll be there in the morning!

On Jan 20, 2021, at 8:53 AM, Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov> wrote:

Beau,

I need to apologize as there was a typo in the time of furniture delivery from CORT. Corrections are below and do not hesitate to call me directly if there are any issues.

11:00am - January 21, 2020 = Cousins moving company will be on-site to dismantle and remove the bedroom furniture.  
11:30am - 2:30pm (likely close to 12:00pm) - January 21, 2020 = CORT Furniture will be delivering and setting up desks/chairs

Other points of contact  
Matt Plant USSS - (b) (6)  
Ben Morris WHMO - (b) (6)

Thank you,  
**Kristina Schroeder PMP, Regional Client Executive**  
Client Development Division, DoD/DHS/DoS Client Delivery Team  
GSA | Public Buildings Service | Southeast Sunbelt Region 4 (4P1AB)  
77 Forsyth Street, SW | Atlanta, GA 30303 | (b) (6) (C)  
[kristina.schroeder@gsa.gov](mailto:kristina.schroeder@gsa.gov)

On Wed, Jan 20, 2021 at 7:32 AM Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov> wrote:  
Good morning Beau,

Thank you for providing your contact information. I have shared it with the movers and CORT Furniture

11:00am - January 21, 2020 = Cousins moving company will be on-site to dismantle and remove the bedroom furniture.  
11:30am - 2:30pm (likely close to 2:00pm) - January 21, 2020 = CORT Furniture will be delivering and setting up desks/chairs

Other points of contact  
Matt Plant USSS - (b) (6)  
Ben Morris WHMO - (b) (6)

Thank you,  
**Kristina Schroeder PMP, Regional Client Executive**  
Client Development Division, DoD/DHS/DoS Client Delivery Team  
GSA | Public Buildings Service | Southeast Sunbelt Region 4 (4P1AB)  
77 Forsyth Street, SW | Atlanta, GA 30303 | (b) (6) (C)  
[kristina.schroeder@gsa.gov](mailto:kristina.schroeder@gsa.gov)

On Tue, Jan 19, 2021 at 4:42 PM Harrison, William B. EOP/WHO <(b) (6)> wrote:

Personal Contact info below:

(b) (6)

(b) (6) @gmail.com

Also – duty station breakdown below:

Florida:

- Dan Scavino
- Molly Michael
- Nick Luna
- Beau Harrison
- Hayley D’Antuono
- Marcia Kelly
- Eliza Thurston
- (b) (6)
- Margo Martin
- (b) (6)

DC:

- Stephen Miller
- Scott Gast
- Desiree Thompson
- Madison Porter
- Cassidy Hutchinson

Thank you,

Beau

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Sent:** Tuesday, January 19, 2021 3:21 PM  
**To:** Harrison, William B. EOP/WHO <(b) (6)>  
**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>  
**Subject:** Personal Contact Information for Move

Good afternoon Beau,

Can you please send over your personal email address and phone number so we have a way to contact you after you lose access to your EOP information?

Thank you,

Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: 312.810.4626

Date: Fri, 29 Jan 2021 13:41:04 -0600  
Message-ID: <CACeMak\_osokGceWG-hJ+KV5MBJ=K896P8Ee6yjA6XfyVTdBwAg@mail gmail.com>  
Subject: **Fwd: I-9 Employment Verification**  
From: Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
To: Isadora Yoffie - M1Y <[isadora.yoffie@gsa.gov](mailto:isadora.yoffie@gsa.gov)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 87b96f70b2107894db0b0cbfa49be17b

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**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

----- Forwarded message -----  
From: **Jearline Nicome - CSC** <[jearline.nicome@gsa.gov](mailto:jearline.nicome@gsa.gov)>  
Date: Thu, Jan 21, 2021 at 3:24 PM  
Subject: I-9 Employment Verification  
To: Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>

Hi Kaitlyn,

The following employees are pending I-9 video conferences:

**Office of the Former Vice President:**  
Kara Brooks will submit her I-9 verification documents on 1/22

**Office of the Former President:**  
Dan Scavino - I sent follow up email requesting to meet 1/21 or 1/22  
Cassidy Hutchinson - I sent follow up email requesting to meet 1/20 or 1/22

Thanks!  
Jearline

--

*Jearline Nicome  
Presidential Transition Support Team  
General Services Administration (GSA)  
1800 F Street, NW  
Washington, DC 20405  
Cell: (b) (6)  
Email: [Jearline.Nicome@gsa.gov](mailto:Jearline.Nicome@gsa.gov)*



FYI

Sent from my iPhone

Begin forwarded message:

**From:** Jearline Nicome - CSC <[jearline.nicome@gsa.gov](mailto:jearline.nicome@gsa.gov)>  
**Date:** January 25, 2021 at 1:26:31 PM EST  
**To:** Cassidy Hutchinson <(b) (6) [gmail.com](mailto:@gmail.com)>  
**Cc:** Josette Colyne - CRIP <[josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)>  
**Subject:** **IMPORTANT -I 9 Form Page 1, Section 1**

Hi Cassidy,

I hope that you are well. Again, I am sorry about your passport situation and that we were unable to connect.

In the meantime, it is important that you **complete Page 1, Section 1 of your I-9 form and return to me as soon as possible.** We will then need to complete Page 2 with your friend or family member before Friday.

Thanks!  
Jearline

--

*Jearline Nicome  
Presidential Transition Support Team  
General Services Administration (GSA)  
1800 F Street, NW  
Washington, DC 20405  
Cell: (b) (6)  
Email: [Jearline.Nicome@gsa.gov](mailto:Jearline.Nicome@gsa.gov)*

From: Jearline Nicome - CSC <[jearline.nicome@gsa.gov](mailto:jearline.nicome@gsa.gov)>  
Date: Mon, 25 Jan 2021 14:16:29 -0500  
Message-ID: <CADpH17F9WB3ZWOWoUZbzW=CY1wA2PMWVDVnpXpcTwLWa=xx8aBQ@mail.gmail.com>  
Subject: **Fwd: IMPORTANT -I 9 Form Page 1, Section 1**  
To: Kaitlyn Qmddd <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: f5f9d26f633d6ed9e2b4dd9b0f97654a  
Attachments: i-9-paper-version (1) (2).pdf

Embedded Attachments

(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

i-9-paper-version (1) (2).pdf

Date: Tue, 19 Jan 2021 12:25:17 -0600  
Message-ID: <CACeMak8tpW1taA\_3aP9nGa4dTVrUXO60fhoyGTFJQ08UCBH7nw@mail gmail.com>  
Subject: **Fwd: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \***  
From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
To: Josette Colyne - CR1P <josette.colyne@gsa.gov>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: d4607b3da15a9d9f8bfd7f30abe355f6  
Attachments: SF-75 --(b) (6).pdf

Good afternoon Josette,

I noticed (b) (6) information was still highlighted in our tracker. His SF-75 is attached.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

----- Forwarded message -----

From: **Spicer, JoAnna C. EOP/OA** <(b) (6)>  
Date: Fri, Jan 15, 2021 at 2:32 PM  
Subject: RE: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \*  
To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
Cc: josette.colyne@gsa.gov <josette.colyne@gsa.gov>, jearline.nicome@gsa.gov <jearline.nicome@gsa.gov>, Porada, Irene H. EOP/OA <(b) (6)>

Hello,

Please see the attached SF-75 information for the additional WHO transfer – (b) (6)

The main U.S. Senate, Benefits Disbursing Office number is (b) (6) I'm checking with my POC now to see if there is an email address that would be best to coordinate these transfers.

Thank you,  
  
JoAnna Spicer  
  
Senior Human Resources Specialist  
  
White House Human Resources Division  
  
Executive Office of the President  
  
Office of Administration  
  
Room 89 – EEOB  
  
Washington, DC 20503  
  
Direct: 202-395-2033  
  
Mobile: (b) (6)

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Sent:** Friday, January 15, 2021 1:06 PM  
**To:** Spicer, JoAnna C. EOP/OA <(b) (6)>  
**Cc:** josette.colyne@gsa.gov; jearline.nicome@gsa.gov; Porada, Irene H. EOP/OA <(b) (6)>  
**Subject:** Re: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \*

Good afternoon JoAnna,

Thank you. I am confirming that all individuals on the OVP team will be effective 1/20/21.

Do you have a contact you could pass along to us from the U.S. Senate, Benefits Disbursing Office?

Best,  
Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: 312.810.4626

On Fri, Jan 15, 2021 at 11:20 AM Spicer, JoAnna C. EOP/OA <(b) (6)> wrote:

Hello,

Please see the attached SF-75 for the following OVP individuals:

- Kara Brooks
- Gregory Jacob
- Hannah MacInnis
- Katie Miller
- Marc Short
- Paul Teller

The three individuals below are on the OVP Senate team and data will need to be provided by the U.S. Senate, Benefits Disbursing Office:

- (b) (6)
- (b) (6)
- Jonah Wainwright

Please also confirm that these individuals will be appointed effective Wednesday 01/20/2021. Thank you!

Thank you,

JoAnna Spicer

Senior Human Resources Specialist

White House Human Resources Division

Executive Office of the President

Office of Administration

Room 89 – EEOB

Washington, DC 20503

Direct: 202-395-2033

Mobile: (b) (6)

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

**Sent:** Friday, January 15, 2021 11:33 AM

**To:** Spicer, JoAnna C. EOP/OA <(b) (6)>

**Cc:** [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov); [jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov); Porada, Irene H. EOP/OA <(b) (6)>

**Subject:** Re: SF-75 Data | Former President's Transition Team - GSA Transfers

Good morning JoAnna,

Thank you for your help!

For the President's Outgoing team there is also an individual named Alex Stone.

Are you also able to provide this information for the Outgoing Vice President's staff. The list is below:

- Paul Teller
- Katie Miller
- Kara Brooks
- (b) (6)
- Marc Short
- Greg Jacob
- Hannah MacInnis
- (b) (6)
- Jonah Wainwright

Best,

Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: 312.810.4626

On Fri, Jan 15, 2021 at 10:27 AM Spicer, JoAnna C. EOP/OA <(b) (6)> wrote:

Hello,

Please see the attached SF-75 data for the following 14 individuals:

- Hayley D’Antuono
- (b) (6)
- Scott Gast
- William Harrison
- Cassidy Hutchinson
- Marcia Kelly
- Nicholas Luna
- Molly Michael
- Margo Martin
- Stephen Miller
- Madison Porter
- Desiree Sayle
- Daniel Scavino
- Eliza Thurston

I saw there was some back-and-forth on the other email chain. Could you please confirm that these individuals will all be appointed on Wednesday 01/20/2021.

Please let me know if you have any questions or concerns.

Thank you,

JoAnna Spicer

Senior Human Resources Specialist

White House Human Resources Division

Executive Office of the President

Office of Administration

Room 89 – EEOB  
Washington, DC 20503  
Direct: 202-395-2033  
Mobile: (b) (6)

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**Embedded Attachments**  
(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

SF-75 -- (b) (6) pdf

Date: Fri, 22 Jan 2021 10:28:27 -0600  
Message-ID: <CACeMak9q0ct\_50JxVXJGb0uNsrMtAaFnbx\_RUjQsf08PPor5Vg@mail.gmail.com>  
Subject: **Fwd: Transition Office -- Final Staff List**  
From: Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
To: William Harrison (b) (6) <[@45office.com](mailto:@45office.com)>  
Cc: Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: afda5c2b7496b1123f3d4439b844527d  
Attachments: Outgoing POTUS -- Transition Staff List -- Final.pdf

Per your request.

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

----- Forwarded message -----  
From: **Harrison, William B. EOP/WHO** <(b) (6)>  
Date: Fri, Jan 15, 2021 at 11:30 AM  
Subject: Transition Office -- Final Staff List  
To: Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>, Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>, Jearline Nicome - CSC <[jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov)>, Bart Jestel - BGC <[bart.jestel@gsa.gov](mailto:bart.jestel@gsa.gov)>, Josette Colyne - CR1P <[josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)>  
Cc: Michael, Molly A. EOP/WHO <(b) (6)> Block, Monica J. EOP/WHO <(b) (6)> Spicer, JoAnna C. EOP/OA <(b) (6)> Porada, Irene H. EOP/OA <(b) (6)>

Hello all -- attached please find the final staffing list for the Transition Office of the Outgoing President.

Updates since last version:

- Confirmation of Eliza Thurston
- Removal of Alex Stone
- Addition of (b) (6)

Everyone has been instructed to complete and their onboarding paperwork by COB today.

Please let me know if you have any questions.

Thanks,  
  
Beau

**Embedded Attachments**  
(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

Outgoing POTUS -- Transition Staff List -- Final.pdf

Date: Thu, 21 Jan 2021 15:56:48 -0600  
Message-ID: <CACeMak\_Y9Oj2wapkwBW+fob4yb8mhHm\_=etgTq6LxoiEoNSSWw@mail.gmail.com>  
Subject: **Missing Information for Onboarding - I9 Video Call**  
From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
To: William Harrison (b) (6) 45office.com>  
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 7192a8da34c3ac9f18338dae277fd754

---

Beau,

The below individuals have not completed their I9 calls.

**Dan Scavino** - Jearline sent follow up email requesting to meet 1/21 or 1/22  
**Cassidy Hutchinson** - Jearline sent follow up email requesting to meet 1/20 or 1/22

Please note Onboarding **MUST** be completed by 1/25.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

Date: Mon, 12 Apr 2021 16:01:31 -0500  
Message-ID: <CACeMak\_M4aBswZWjhCG+N6R8Aeof0-+M536bsCbNmMdh87KDSQ@mail.gmail.com>  
Subject: **Outgoing President: 3/28 - 4/10 Payroll Memo**  
From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
To: Bart Jestel - BGC <bart.jestel@gsa.gov>, Jearline Nicome - CSC <jearline.nicome@gsa.gov>, Brad Kliethermes - BGC <bradley.kliethermes@gsa.gov>, John Geraghty - BGC <john.geraghty@gsa.gov>, Jared Reetz - BGC <jared.reetz@gsa.gov>, Jamie Hamlin - CR1B <jamie.hamlin@gsa.gov>  
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 3b00a5b7100e518598a4b80187b97077  
Attachments: Mar 28 to Apr 10 -- GSA Payroll Memo.pdf

Good afternoon all,

Please see the attached payroll memo for the Outgoing President's team for pay period 3/28 - 4/10.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

**Embedded Attachments**  
(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

Mar 28 to Apr 10 -- GSA Payroll Memo.pdf



Date: Wed, 31 Mar 2021 09:32:38 -0500  
Message-ID: <CACeMak8Lemf4f75Xt-c6OK2gsO=vbLHR-di8wntnRRjU1o2duA@mail.gmail.com>  
Subject: **Outgoing President: Upcoming Staffing Actions**  
From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
To: Bart Jestel - BGC <bart.jestel@gsa.gov>, Brad Kliethermes - BGC <bradley.kliethermes@gsa.gov>, Jamie Hamlin - CR1B <jamie.hamlin@gsa.gov>, Jared Reetz - BGC <jared.reetz@gsa.gov>, Jearline Nicome - CSC <jearline.nicome@gsa.gov>, John Geraghty - BGC <john.geraghty@gsa.gov>, Audrey Peel - CR1 <audrey.peel@gsa.gov>, Josette Colyne - CR1P <josette.colyne@gsa.gov>  
Cc: Isadora Yoffie - M1Y <isadora.yoffie@gsa.gov>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 7cee82251441e703caf312274b49489  
Attachments: Payroll Update - Hutchinson and Gast.pdf

Good morning all,

Cassidy Hutchinson's last day will be 4/9. Please see the attached memo. I have added this date into our tracker.

Scott Gast was originally going to offboard with Cassidy, but they are now having him stay until the end of the transition. No action needs to be taken on this information in the memo.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

## Embedded Attachments

(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

Payroll Update - Hutchinson and Gast.pdf

From: "Spicer, JoAnna C. EOP/OA" <(b) (6)>  
To: Josette Colyne - CR1P <josette.colyne@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
CC: "jearline nicome@gsa.gov" <jearline.nicome@gsa.gov>, "Porada, Irene H. EOP/OA" <(b) (6)>  
Subject: RE: [WARNING: MESSAGE ENCRYPTED]Re: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \*  
Date: Thu, 21 Jan 2021 20:14:38 +0000  
Message-ID: <65b77026055b443aa08b40cc00d6ec2a@oa.eop.gov>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: f8df3b3d2882d4d0fdc3e3440ba2b4b6

Thank you, Josette. Unfortunately, the SF-50s were stripped from the email.  
  
If faxing is easier, please fax them to our attention at 202-456-6230


Thank you,  
JoAnna Spicer  
Senior Human Resources Specialist  
White House Human Resources  
Executive Office of the President  
Office of Administration  
Room 89 – EEOB  
Washington, DC 20503  
Main: 202-395-8001  
Direct: 202-395-2033  
Mobile: (b) (6)

**From:** Josette Colyne - CR1P <josette.colyne@gsa.gov>  
**Sent:** Thursday, January 21, 2021 3:11 PM  
**To:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Cc:** Spicer, JoAnna C. EOP/OA <(b) (6)> jearline.nicome@gsa.gov; Porada, Irene H. EOP/OA <(b) (6)>  
**Subject:** [WARNING: MESSAGE ENCRYPTED]Re: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \*

Hello JoAnna,  
Please see attached pick up 50s. Password to follow.

Please send OPFs to:

General Services Administration  
Attn: Josette Colyne  
Processing/Personnel Records Mgmt Center (PPRM)  
  
Office of Human Resources Management (OHRM)  
2300 Main 2NW  
Kansas City, MO 64108



U.S. General Services Administration

---

**Josette I. Colyne**  
**Director**  
Processing/Personnel Records Mgmt Center (PPRM)  
  
Office of Human Resources Management (OHRM)  
2300 Main 2NW  
Kansas City, MO 64108  
Office: (816) 823-5790  
Mobile: (b) (6)  
  
E-mail: [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)

On Thu, Jan 21, 2021 at 6:50 AM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Good morning JoAnna,  
  
I defer to Josette or Jearline for this.  
  
Thank you for your help with everything!  
  
**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Wed, Jan 20, 2021 at 8:55 PM Spicer, JoAnna C. EOP/OA <(b) (6)> wrote:

Wonderful – thank you for verifying!  
  
Please send us redacted copies of their appointment SF-50s and your physical mailing address so we can send you their OPFs.  
  
Thank you,  
JoAnna Spicer  
Senior Human Resources Specialist  
White House Human Resources  
Executive Office of the President  
Office of Administration  
Room 89 – EEOB  
Washington, DC 20503

Main: 202-395-8001  
Direct: 202-395-2033  
Mobile: (b) (6)

**From:** Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
**Sent:** Wednesday, January 20, 2021 9:27 PM  
**To:** Spicer, JoAnna C. EOP/OA <(b) (6)>  
**Cc:** [jouette.colyne@gsa.gov](mailto:jouette.colyne@gsa.gov); [jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov); Porada, Irene H. EOP/OA <(b) (6)>  
**Subject:** Re: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \*

Good evening JoAnna,

All transition staff had a start date of today, 1/20/21.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Wed, Jan 20, 2021 at 7:52 PM Spicer, JoAnna C. EOP/OA <(b) (6)> wrote:

Hello,

Please confirm the GSA appointment dates for the following WHO team:

- Hayley D'Antuono
- (b) (6)
- Scott Gast
- William Harrison
- Cassidy Hutchinson
- Marcia Kelly
- Nicholas Luna
- Molly Michael
- Margo Martin
- Stephen Miller
- Madison Porter
- (b) (6)
- Desiree Sayle
- Daniel Scavino
- Eliza Thurston

Thank you in advance!

Thank you,  
JoAnna Spicer  
Senior Human Resources Specialist  
White House Human Resources  
Executive Office of the President  
Office of Administration  
Room 89 – EEOB  
Washington, DC 20503  
Main: 202-395-8001  
Direct: 202-395-2033  
Mobile: (b) (6)

---

**From:** Spicer, JoAnna C. EOP/OA  
**Sent:** Friday, January 15, 2021 3:31 PM  
**To:** 'Kaitlyn Schneider - QMDDD' <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
**Cc:** [jouette.colyne@gsa.gov](mailto:jouette.colyne@gsa.gov); [jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov); Porada, Irene H. EOP/OA <(b) (6)>  
**Subject:** RE: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \*

Hello,

Please see the attached SF-75 information for the additional WHO transfer – (b) (6)

The main U.S. Senate, Benefits Disbursing Office number is 202-224-1093. I'm checking with my POC now to see if there is an email address that would be best to coordinate these transfers.

Thank you,  
JoAnna Spicer  
Senior Human Resources Specialist  
White House Human Resources Division

Executive Office of the President  
Office of Administration  
Room 89 – EEOB  
Washington, DC 20503  
Direct: 202-395-2033  
Mobile: (b) (6)

**From:** Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
**Sent:** Friday, January 15, 2021 1:06 PM  
**To:** Spicer, JoAnna C. EOP/OA <(b) (6)>  
**Cc:** [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov); [jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov); Porada, Irene H. EOP/OA <(b) (6)>  
**Subject:** Re: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \*

Good afternoon JoAnna,

Thank you. I am confirming that all individuals on the OVP team will be effective 1/20/21.

Do you have a contact you could pass along to us from the U.S. Senate, Benefits Disbursing Office?

Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Fri, Jan 15, 2021 at 11:20 AM Spicer, JoAnna C. EOP/OA <(b) (6)> wrote:

Hello,

Please see the attached SF-75 for the following OVP individuals:

- Kara Brooks
- Gregory Jacob
- Hannah MacInnis
- Katie Miller
- Marc Short
- Paul Teller

The three individuals below are on the OVP Senate team and data will need to be provided by the U.S. Senate, Benefits Disbursing Office:

- (b) (6)
- (b) (6)
- Jonah Wainwright

Please also confirm that these individuals will be appointed effective Wednesday 01/20/2021. Thank you!

Thank you,  
JoAnna Spicer  
Senior Human Resources Specialist  
White House Human Resources Division  
Executive Office of the President  
Office of Administration  
Room 89 – EEOB  
Washington, DC 20503  
Direct: 202-395-2033  
Mobile: (b) (6)

**From:** Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
**Sent:** Friday, January 15, 2021 11:33 AM  
**To:** Spicer, JoAnna C. EOP/OA <(b) (6)>  
**Cc:** [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov); [jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov); Porada, Irene H. EOP/OA <(b) (6)>  
**Subject:** Re: SF-75 Data | Former President's Transition Team - GSA Transfers

Good morning JoAnna,

Thank you for your help!

For the President's Outgoing team there is also an individual named Alex Stone.

Are you also able to provide this information for the Outgoing Vice President's staff. The list is below:

- Paul Teller
- Katie Miller
- Kara Brooks
- (b) (6)
- Marc Short
- Greg Jacob

- Hannah MacInnis
- (b) (6)
- Jonah Wainwright

Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Fri, Jan 15, 2021 at 10:27 AM Spicer, JoAnna C. EOP/OA <(b) (6)> wrote:

Hello,

Please see the attached SF-75 data for the following 14 individuals:

- Hayley D’Antuono
- (b) (6)
- Scott Gast
- William Harrison
- Cassidy Hutchinson
- Marcia Kelly
- Nicholas Luna
- Molly Michael
- Margo Martin
- Stephen Miller
- Madison Porter
- Desiree Sayle
- Daniel Scavino
- Eliza Thurston

I saw there was some back-and-forth on the other email chain. Could you please confirm that these individuals will all be appointed on Wednesday 01/20/2021.

Please let me know if you have any questions or concerns.

Thank you,  
JoAnna Spicer  
Senior Human Resources Specialist  
White House Human Resources Division  
Executive Office of the President  
Office of Administration  
Room 89 – EEOB  
Washington, DC 20503  
Direct: 202-395-2033  
Mobile: (b) (6)

From: Beau Harrison (b) (6) <[REDACTED]@45office.com>  
To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
CC: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Subject: **Re: 3/28 - 4/10 Payroll Memo Due**

Date: Mon, 12 Apr 2021 20:56:28 +0000

Message-ID: <A234F4BA-D272-482B-9FF2-B248297AE8F6@45office.com>

X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0

X-Email-Hash-MD5: dad823663345bb5100a6be3def817030

Attachments: Mar 28 to Apr 10 -- GSA Payroll Memo.pdf

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Payroll memo attached! Thank you

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**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Date:** Thursday, April 8, 2021 at 11:17 AM  
**To:** Beau Harrison (b) (6) <[REDACTED]@45office.com>  
**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
**Subject:** 3/28 - 4/10 Payroll Memo Due

Good morning Beau,

Please submit no later than COB Monday.

Have a great day!

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

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## Embedded Attachments

(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

Mar 28 to Apr 10 -- GSA Payroll Memo.pdf

From: Jearline Nicome - CSC <[jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov)>  
Date: Thu, 22 Apr 2021 09:17:37 -0400  
Message-ID: <CADpH17G28gP1HFWdQgAj=YKaCPSFDsPEBpLDtXSq4TG35=A+mA@mail.gmail.com>  
Subject: **Re: Biweekly PTST/HR/Payroll Sync 4/7 Follow Up**  
Cc: Isadora Yoffie - M1Y <[isadora.yoffie@gsa.gov](mailto:isadora.yoffie@gsa.gov)>, Audrey Peel - CR1 <[audrey.peel@gsa.gov](mailto:audrey.peel@gsa.gov)>, Jamie Hamlin - CR1B <[jamie.hamlin@gsa.gov](mailto:jamie.hamlin@gsa.gov)>, Josette Colyne - CR1P <[josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)>, John Geraghty - BGC <[john.geraghty@gsa.gov](mailto:john.geraghty@gsa.gov)>, Brad Kliethermes - BGC <[bradley.kliethermes@gsa.gov](mailto:bradley.kliethermes@gsa.gov)>, Bart Jestel - BGC <[bart.jestel@gsa.gov](mailto:bart.jestel@gsa.gov)>, Jared Reetz - BGC <[jared.reetz@gsa.gov](mailto:jared.reetz@gsa.gov)>, Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 1f509d443b3d445ec5862ed5d3f50540

Good morning,

Paul Teller's offboard has been completed in HR Links and sent to payroll 4/21.

Thanks,  
Jearline

On Tue, Apr 20, 2021 at 7:30 AM Jearline Nicome - CSC <[jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov)> wrote:  
Good Morning Kathy,

Thank you for the information and will let you know if I have any questions.

Jearline

On Mon, Apr 19, 2021 at 4:28 PM Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)> wrote:  
Jearline --- attached is the official letter from Jonah on Paul Keller's off-boarding Thank you, Kathy

On Mon, Apr 19, 2021 at 4:25 PM Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)> wrote:  
Jearline --- just found out that Paul Teller off-boarded on April 15 I've asked for the official letter from Jonah Wainwright As soon as I receive it I'll forward it to you I wanted to give you a heads up since I didn't want to process payroll on him at the end of the week

Thank you, Kathy

On Fri, Apr 9, 2021 at 2:01 PM Jearline Nicome - CSC <[jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov)> wrote:  
Hi Isadora,

Confirming that Cassidy Hutchinson's (last day 4/9) and Katie Miller's (last day 4/9) offboarding actions have been processed in HRLinks and will flow to PAR tonight. The separation packages, including benefits forms have been sent to the employees personal email address.

Have a great weekend!

Jearline

On Thu, Apr 8, 2021 at 1:16 PM Isadora Yoffie - M1Y <[isadora.yoffie@gsa.gov](mailto:isadora.yoffie@gsa.gov)> wrote:  
Thanks Audrey. Since we are only meeting bi-weekly, we will move the meeting so it does not call on the first Wednesday of each month as all of those individuals are key parts of this workstream.

Dorsy

On Thu, Apr 8, 2021 at 11:54 AM Audrey Peel - CR1 <[audrey.peel@gsa.gov](mailto:audrey.peel@gsa.gov)> wrote:  
Hi Dorsy,

For the meeting on a biweekly basis, generally the day/time works. However, Jamie, Josette and I have a monthly OHRM supervisors call that falls on the first Wednesday of each month at the same time.

Audrey



U.S. General Services Administration

**Audrey M. Peel**  
Deputy Director  
Human Resources Services  
Office of Human Resources Management (OHRM)  
1 World Trade Center  
New York, NY  
Office: (215) 446-4953  
Mobile: (b) (6)  
E-mail: [audrey.peel@gsa.gov](mailto:audrey.peel@gsa.gov)



On Thu, Apr 8, 2021 at 10:13 AM Isadora Yoffie - M1Y <[isadora.yoffie@gsa.gov](mailto:isadora.yoffie@gsa.gov)> wrote:  
Hi HR Team,

As a follow up to yesterday's call, please confirm that the preparation for the offboarding of Cassidy Hutchinson's (last day 4/9) and Katie Miller's (last day 4/9) is all set from a processing and benefits perspective.

Additionally, please propose a time or two that works for your team to meet on a bi-weekly basis for 15 to 20 minutes. We will look at the rest of the group's calendars and reschedule the "Biweekly PTST/HR/Payroll Sync" to a new time. We want to make sure that as much as possible this whole group can quickly connect so we remain on top of and in sync on all of the HR actions.

Thanks!

Dorsy

--

Jearline Nicome  
Presidential Transition Support Team  
General Services Administration (GSA)  
1800 F Street, NW  
Washington, DC 20405  
Cell: (b) (6)  
Email: [Jearline.Nicome@gsa.gov](mailto:Jearline.Nicome@gsa.gov)

--

Kathleen K. Geisler  
Director  
Program Execution Division  
Office of Portfolio Management and Real Estate  
(202) 708-9835 (desk)  
(b) (6) (cell)

--

Kathleen K. Geisler  
Director  
Program Execution Division  
Office of Portfolio Management and Real Estate  
(202) 708-9835 (desk)  
(b) (6) (cell)

--

Jearline Nicome  
Presidential Transition Support Team  
General Services Administration (GSA)  
1800 F Street, NW  
Washington, DC 20405  
Cell: (b) (6)  
Email: [Jearline.Nicome@gsa.gov](mailto:Jearline.Nicome@gsa.gov)

--

Jearline Nicome  
Presidential Transition Support Team  
General Services Administration (GSA)  
1800 F Street, NW  
Washington, DC 20405  
Cell: (b) (6)  
Email: [Jearline.Nicome@gsa.gov](mailto:Jearline.Nicome@gsa.gov)



From: John Geraghty - BGC <[john.geraghty@gsa.gov](mailto:john.geraghty@gsa.gov)>  
Date: Fri, 9 Apr 2021 15:22:38 -0400  
Message-ID: <CABqhVmr9-78yE0wiW2Xdwx9bDtiE9sAe\_9Lii2uUGOFqkaGV9Q@mail.gmail.com>  
Subject: **Re: Biweekly PTST/HR/Payroll Sync 4/7 Follow Up**  
To: Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>  
Cc: Jearline Nicome - CSC <[jearline.nicome@gsa.gov](mailto:jearline.nicome@gsa.gov)>, Isadora Yoffie - M1Y <[isadora.yoffie@gsa.gov](mailto:isadora.yoffie@gsa.gov)>, Audrey Peel - CR1 <[audrey.peel@gsa.gov](mailto:audrey.peel@gsa.gov)>, Jamie Hamlin - CR1B <[jamie.hamlin@gsa.gov](mailto:jamie.hamlin@gsa.gov)>, Josette Colyne - CR1P <[josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)>, Brad Kliethermes - BGC <[bradley.kliethermes@gsa.gov](mailto:bradley.kliethermes@gsa.gov)>, Bart Jestel - BGC <[bart.jestel@gsa.gov](mailto:bart.jestel@gsa.gov)>, Jared Reetz - BGC <[jared.reetz@gsa.gov](mailto:jared.reetz@gsa.gov)>, Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: ead1bfc57dd349ddcb10ef657a70504c

Great! Thanks for keeping us all in the loop!

John P. Geraghty  
Director, Consolidated Financial Services Division  
General Services Administration  
202-219-0755

On Fri, Apr 9, 2021 at 2:02 PM Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)> wrote:  
Thank you

On Fri, Apr 9, 2021 at 2:01 PM Jearline Nicome - CSC <[jearline.nicome@gsa.gov](mailto:jearline.nicome@gsa.gov)> wrote:  
Hi Isadora,

Confirming that Cassidy Hutchinson's (last day 4/9) and Katie Miller's (last day 4/9) offboarding actions have been processed in HRLinks and will flow to PAR tonight. The separation packages, including benefits forms have been sent to the employees personal email address.  
  
Have a great weekend!

Jearline

On Thu, Apr 8, 2021 at 1:16 PM Isadora Yoffie - M1Y <[isadora.yoffie@gsa.gov](mailto:isadora.yoffie@gsa.gov)> wrote:  
Thanks Audrey. Since we are only meeting bi-weekly, we will move the meeting so it does not call on the first Wednesday of each month as all of those individuals are key parts of this workstream.  
  
Dorsy

On Thu, Apr 8, 2021 at 11:54 AM Audrey Peel - CR1 <[audrey.peel@gsa.gov](mailto:audrey.peel@gsa.gov)> wrote:  
Hi Dorsy,  
  
For the meeting on a biweekly basis, generally the day/time works. However, Jamie, Josette and I have a monthly OHRM supervisors call that falls on the first Wednesday of each month at the same time.  
  
Audrey



**U.S. General Services Administration**  
**Audrey M. Peel**  
Deputy Director  
Human Resources Services  
Office of Human Resources Management (OHRM)  
1 World Trade Center  
New York, NY  
Office: (215) 446-4953  
Mobile: (b) (6)  
E-mail: [audrey.peel@gsa.gov](mailto:audrey.peel@gsa.gov)



On Thu, Apr 8, 2021 at 10:13 AM Isadora Yoffie - M1Y <[isadora.yoffie@gsa.gov](mailto:isadora.yoffie@gsa.gov)> wrote:  
Hi HR Team,  
  
As a follow up to yesterday's call, please confirm that the preparation for the offboarding of Cassidy Hutchinson's (last day 4/9) and Katie Miller's (last day 4/9) is all set from a processing and benefits perspective.  
  
Additionally, please propose a time or two that works for your team to meet on a bi-weekly basis for 15 to 20 minutes. We will look at the rest of the group's calendars and reschedule the "Biweekly PTST/HR/Payroll Sync" to a new time. We want to make sure that as much as possible this whole group can quickly connect so we remain on top of and in sync on all of the HR actions.  
  
Thanks!  
  
Dorsy

--  
Jearline Nicome  
Presidential Transition Support Team  
General Services Administration (GSA)  
1800 F Street, NW  
Washington, DC 20405  
Cell: (b) (6)

From: William Harrison (b) (6) 45office.com>  
To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
CC: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Subject: **Re: Cassidy Hutchinson Onboarding**

Date: Wed, 27 Jan 2021 14:38:17 +0000

Message-ID: <MWHPR10MB1837DE50204254C095101B149BBB9@MWHPR10MB1837.namprd10.prod.outlook.com>

X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0

X-Email-Hash-MD5: 9836727d99e9c85bf5535189265516f6

---

Good morning, I'll check in with her this morning - I'm sorry for the hassle here.

Get [Outlook for iOS](#)

---

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

**Sent:** Wednesday, January 27, 2021 9:26:55 AM

**To:** William Harrison <(b) (6) 45office.com>

**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

**Subject:** Cassidy Hutchinson Onboarding

Good morning Beau,

Cassidy was supposed to have her I9 meeting on Saturday but forgot her passport when she went on her trip.

Jearline reached out to her on Saturday to let her know that this Friday (1/29) is the absolute last day she can turn her form in and show her documents or she will not be onboarded on time to maintain benefits.

Jearline has not heard from her since Saturday. Can you please give us a status update on this?

Thank you,  
Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: 312.810.4626

Date: Wed, 27 Jan 2021 12:38:51 -0600  
Message-ID: <CACeMak\_LYBRN5mLRfOLuwpfY354DJKMe+mg-Ln\_ds2iqQjnaug@mail.gmail.com>  
Subject: **Re: Cassidy Hutchinson Onboarding**  
From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
To: William Harrison (b) (6) @45office.com>  
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 70f11e4c4f385ae03ef5feb43b71b7a5

Beau,  
  
Wonderful news! Thank you for checking.  
  
Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Wed, Jan 27, 2021 at 12:35 PM William Harrison (b) (6) @45office.com> wrote:

Hey guys – Cassidy just confirmed that she will be completing this meeting at 2:00pm today!

Thanks,

Beau

---

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Date:** Wednesday, January 27, 2021 at 9:27 AM  
**To:** William Harrison (b) (6) @45office.com>  
**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
**Subject:** Cassidy Hutchinson Onboarding

Good morning Beau,

Cassidy was supposed to have her I9 meeting on Saturday but forgot her passport when she went on her trip.

Jearline reached out to her on Saturday to let her know that this Friday (1/29) is the absolute last day she can turn her form in and show her documents or she will not be onboarded on time to maintain benefits.

Jearline has not heard from her since Saturday. Can you please give us a status update on this?

Thank you,

Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

From: Jearline Nicome - CSC <[jearline.nicome@gsa.gov](mailto:jearline.nicome@gsa.gov)>  
Date: Fri, 5 Feb 2021 15:48:47 -0500  
Message-ID: <CADpH17GZNp\_UvOJFgFf1dOWeJ7MeveeAEg7tV=biW+b2OZzujQ@mail.gmail.com>  
Subject: **Re: Cassidy Hutchinson VA-4 Form**  
To: Jared Reetz - BGC <[jared.reetz@gsa.gov](mailto:jared.reetz@gsa.gov)>, Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
Cc: Bart Jestel - BGC <[bart.jestel@gsa.gov](mailto:bart.jestel@gsa.gov)>, Brad Kliethermes - BGC <[bradley.kliethermes@gsa.gov](mailto:bradley.kliethermes@gsa.gov)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 963bcfea88abf4a8de6e32a236635b21

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Cassidy Hutchinson's I-9 has a DC address on it. Perhaps this is why she completed a DC tax form and not VA. I will confirm her state of residence.

On Fri, Feb 5, 2021 at 3:41 PM Jearline Nicome - CSC <[jearline.nicome@gsa.gov](mailto:jearline.nicome@gsa.gov)> wrote:  
We have a DC tax form for Cassidy. Is this what you need?

On Fri, Feb 5, 2021 at 3:07 PM Jared Reetz - BGC <[jared.reetz@gsa.gov](mailto:jared.reetz@gsa.gov)> wrote:  
Hi Jearline,

Cassidy Hutchinson is saying that the VA-4 form has been submitted multiple times. Are you able to confirm if it has been submitted.

Thank you,

Jared Reetz  
Accountant Payroll Operations  
GSA Payroll Services Branch (BGC)  
Office of the Chief Financial Officer  
Phone: (816)9267698

--  
  
Jearline Nicome  
Presidential Transition Support Team  
General Services Administration (GSA)  
1800 F Street, NW  
Washington, DC 20405  
Cell: (b) (6)  
Email: [Jearline.Nicome@gsa.gov](mailto:Jearline.Nicome@gsa.gov)

--  
  
Jearline Nicome  
Presidential Transition Support Team  
General Services Administration (GSA)  
1800 F Street, NW  
Washington, DC 20405  
Cell: (b) (6)  
Email: [Jearline.Nicome@gsa.gov](mailto:Jearline.Nicome@gsa.gov)

From: Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>  
Date: Fri, 22 Jan 2021 10:59:22 -0500  
Message-ID: <CA+FdzcFV=TPa3+sRSp7SQ8cPE5fYnrBpM7Hpw7LsnxRfzzvEWQ@mail.gmail.com>  
Subject: **Re: Furniture move & installation // Re: Personal Contact Information for Move**  
To: (b) (6) 45office.com  
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 8a585706ab2ba1e41893ff928e45673c

Beau,

Thank you for confirming things went well. I will let the team know and will talk with you next week to start planning a strategy for the permanent office space.

Thank you,  
**Kristina Schroeder PMP, Regional Client Executive**  
Client Development Division, DoD/DHS/DoS Client Delivery Team  
GSA | Public Buildings Service | Southeast Sunbelt Region 4 (4P1AB)  
77 Forsyth Street, SW | Atlanta, GA 30303 (b) (6) (C)  
[kristina.schroeder@gsa.gov](mailto:kristina.schroeder@gsa.gov)

On Fri, Jan 22, 2021 at 10:31 AM William Harrison (b) (6) @45office.com wrote:

Good morning Kristina – the furniture move and the delivery of the additional desks went well.

Thank you for your help in arranging.

Thanks,

Beau

**From:** Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>  
**Date:** Thursday, January 21, 2021 at 4:41 PM  
**To:** Beau Harrison (b) (6) @gmail.com, "Harrison, William B. EOP/WHO" (b) (6) >  
**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
**Subject:** Furniture move & installation // Re: Personal Contact Information for Move

Good afternoon Beau,

I am checking in to get your feedback on your experience with the move of furniture by Cousins and delivery of furniture by CORT. If you could take a quick moment to let us know that you are satisfied with both actions we would greatly appreciate it!

Additionally, the costs of the moving and storage of the bedroom furniture are below. I had thought I sent this over to you; however it looks like it may have only been discussed during a conversation.

Per the Lessor: Cousins Costs for Furniture Move  
Minimum for the move is \$515.00 and \$65/month for storage.

Thank you,  
**Kristina Schroeder PMP, Regional Client Executive**  
Client Development Division, DoD/DHS/DoS Client Delivery Team  
GSA | Public Buildings Service | Southeast Sunbelt Region 4 (4P1AB)  
77 Forsyth Street, SW | Atlanta, GA 30303 (b) (6) (C)  
[kristina.schroeder@gsa.gov](mailto:kristina.schroeder@gsa.gov)

On Thu, Jan 21, 2021 at 8:02 AM Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov> wrote:

Good morning Beau,

Do not hesitate to call if there are any questions or concerns today during the move of furniture or installation of furniture. Both companies have your personal cell phone number to contact you as they arrive on site.

Thank you,

**Kristina Schroeder PMP, Regional Client Executive**

Client Development Division, DoD/DHS/DoS Client Delivery Team

GSA | Public Buildings Service | Southeast Sunbelt Region 4 (4P1AB)

77 Forsyth Street, SW | Atlanta, GA 30303 | (b) (6) (C)

[kristina.schroeder@gsa.gov](mailto:kristina.schroeder@gsa.gov)

On Wed, Jan 20, 2021 at 3:46 PM Beau Harrison (b) (6) @gmail.com> wrote:

Thank you - I'll be there in the morning!

On Jan 20, 2021, at 8:53 AM, Kristina Schroeder - 4P1AB <[kristina.schroeder@gsa.gov](mailto:kristina.schroeder@gsa.gov)> wrote:

Beau,

I need to apologize as there was a typo in the time of furniture delivery from CORT. Corrections are below and do not hesitate to call me directly if there are any issues.

11:00am - January 21, 2020 = Cousins moving company will be on-site to dismantle and remove the bedroom furniture.

11:30am - 2:30pm (likely close to 12:00pm) - January 21, 2020 = CORT Furniture will be delivering and setting up desks/chairs

Other points of contact

Matt Piant USSS - (b) (6)

Ben Morris WHMO - (b) (6)

Thank you,

**Kristina Schroeder PMP, Regional Client Executive**

Client Development Division, DoD/DHS/DoS Client Delivery Team

GSA | Public Buildings Service | Southeast Sunbelt Region 4 (4P1AB)

77 Forsyth Street, SW | Atlanta, GA 30303 | (b) (6) (C)

[kristina.schroeder@gsa.gov](mailto:kristina.schroeder@gsa.gov)

On Wed, Jan 20, 2021 at 7:32 AM Kristina Schroeder - 4P1AB <[kristina.schroeder@gsa.gov](mailto:kristina.schroeder@gsa.gov)> wrote:

Good morning Beau,

Thank you for providing your contact information. I have shared it with the movers and CORT Furniture

11:00am - January 21, 2020 = Cousins moving company will be on-site to dismantle and remove the bedroom furniture.

11:30am - 2:30pm (likely close to 2:00pm) - January 21, 2020 = CORT Furniture will be delivering and setting up desks/chairs

Other points of contact

Matt Piant USSS - (b) (6)

Ben Morris WHMO - (b) (6)

Thank you,

**Kristina Schroeder PMP, Regional Client Executive**

Client Development Division, DoD/DHS/DoS Client Delivery Team

GSA | Public Buildings Service | Southeast Sunbelt Region 4 (4P1AB)

77 Forsyth Street, SW | Atlanta, GA 30303 | (b) (6) (C)

[kristina.schroeder@gsa.gov](mailto:kristina.schroeder@gsa.gov)

On Tue, Jan 19, 2021 at 4:42 PM Harrison, William B. EOP/WHO <(b) (6)> wrote:

Personal Contact info below:

(b) (6)

(b) (6) [@gmail.com](mailto:(b) (6)@gmail.com)

Also – duty station breakdown below:

Florida:

- Dan Scavino
- Molly Michael
- Nick Luna
- Beau Harrison
- Hayley D’Antuono
- Marcia Kelly
- Eliza Thurston
- (b) (6)
- Margo Martin
- (b) (6)

DC:

- Stephen Miller
- Scott Gast
- Desiree Thompson
- Madison Porter
- Cassidy Hutchinson

Thank you,

Beau

**From:** Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>

**Sent:** Tuesday, January 19, 2021 3:21 PM

**To:** Harrison, William B. EOP/WHO <(b) (6)>

**Cc:** Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>; Kristina Schroeder - 4P1AB <[kristina.schroeder@gsa.gov](mailto:kristina.schroeder@gsa.gov)>

**Subject:** Personal Contact Information for Move

Good afternoon Beau,

Can you please send over your personal email address and phone number so we have a way to contact you after you lose access to your EOP information?

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626



Date: Thu, 28 Jan 2021 07:20:01 -0600  
Message-ID: <CACeMak9JUktE2nQk3Uqg1NCN06VRnmE1whnDObSwm+gQcocjKg@mail gmail.com>  
Subject: **Re: Good News**  
From: Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
To: Jearline Nicome - CSC <[jearline.nicome@gsa.gov](mailto:jearline.nicome@gsa.gov)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: fe4e6a111410898645538d52e5264241

Good morning Jearline,  
  
That is great news! Thank you so much for the update.  
  
Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Wed, Jan 27, 2021 at 5:36 PM Jearline Nicome - CSC <[jearline.nicome@gsa.gov](mailto:jearline.nicome@gsa.gov)> wrote:  
Hi Kaitlyn,

Cassidy Hutchinson's I-9 is complete. Only one pending is Kara Brooks.

Thanks!  
Jearline

--  
  
*Jearline Nicome  
Presidential Transition Support Team  
General Services Administration (GSA)  
1800 F Street, NW  
Washington, DC 20405  
Cell: (b) (6)  
Email: [Jearline.Nicome@gsa.gov](mailto:Jearline.Nicome@gsa.gov)*

Date: Thu, 21 Jan 2021 15:40:30 -0600  
Message-ID: <CACeMak-NwaKPjMUmxJD21btCN555GjYn+R-UZFosdeZs+Eoc0w@mail.gmail.com>  
Subject: **Re: I-9 Employment Verification**  
From: Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
To: Jearline Nicome - CSC <[jearline.nicome@gsa.gov](mailto:jearline.nicome@gsa.gov)>  
Cc: Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 52c9fede82b89e44effcab3aa4f926df

Jearline,

Thank you! Sending to our team leads now.

Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Thu, Jan 21, 2021 at 3:24 PM Jearline Nicome - CSC <[jearline.nicome@gsa.gov](mailto:jearline.nicome@gsa.gov)> wrote:  
Hi Kaitlyn,

The following employees are pending I-9 video conferences:

**Office of the Former Vice President:**  
Kara Brooks will submit her I-9 verification documents on 1/22

**Office of the Former President:**  
Dan Scavino - I sent follow up email requesting to meet 1/21 or 1/22  
Cassidy Hutchinson - I sent follow up email requesting to meet 1/20 or 1/22

Thanks!  
Jearline

--  
*Jearline Nicome*  
*Presidential Transition Support Team*  
*General Services Administration (GSA)*  
*1800 F Street, NW*  
*Washington, DC 20405*  
*Cell: (b) (6)*  
*Email: [Jearline.Nicome@gsa.gov](mailto:Jearline.Nicome@gsa.gov)*

Date: Tue, 26 Jan 2021 10:49:03 -0600  
Message-ID: <CACeMak-Zk8XNXbaFRLmtUR=MrWdTzT6BYGM0G1eZTzggjqPJUg@mail gmail.com>  
Subject: **Re: IMPORTANT -I 9 Form Page 1, Section 1**  
From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
To: Jearline Nicome - CSC <jearline.nicome@gsa.gov>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: da11ff5def4dd3b2bd986f20f7b71929

Jealine,  
  
I will reach out to our POC.  
  
Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Tue, Jan 26, 2021 at 10:48 AM Jearline Nicome - CSC <jearline.nicome@gsa.gov> wrote:  
Hi Kaitlyn,

I hope that your day is going well. I am still waiting to hear back from Cassidy Hutchinson. She is normally responsive but I have not heard back from her since Saturday. I am not sure if she received my request for page 1 and documents by Friday. I hope that she is ok. Perhaps we should have her POC check in with her. What do you think?  
  
Thanks,  
Jearline

On Mon, Jan 25, 2021 at 2:16 PM Jearline Nicome - CSC <jearline.nicome@gsa.gov> wrote:  
FYI

Sent from my iPhone  
  
Begin forwarded message:

**From:** Jearline Nicome - CSC <jearline.nicome@gsa.gov>  
**Date:** January 25, 2021 at 1:26:31 PM EST  
**To:** Cassidy Hutchinson <(b) (6) gmail.com>  
**Cc:** Josette Colyne - CR1P <josette.colyne@gsa.gov>  
**Subject:** **IMPORTANT -I 9 Form Page 1, Section 1**

Hi Cassidy,  
  
I hope that you are well. Again, I am sorry about your passport situation and that we were unable to connect.  
  
In the meantime, it is important that you **complete Page 1, Section 1 of your I-9 form and return to me as soon as possible.** We will then need to complete Page 2 with your friend or family member before Friday.  
  
Thanks!  
Jearline

--  
  
*Jearline Nicome  
Presidential Transition Support Team  
General Services Administration (GSA)  
1800 F Street, NW  
Washington, DC 20405  
Cell: (b) (6)  
Email: [Jearline.Nicome@gsa.gov](mailto:Jearline.Nicome@gsa.gov)*

--  
  
*Jearline Nicome  
Presidential Transition Support Team  
General Services Administration (GSA)  
1800 F Street, NW  
Washington, DC 20405  
Cell: (b) (6)  
Email: [Jearline.Nicome@gsa.gov](mailto:Jearline.Nicome@gsa.gov)*

From: Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>  
Date: Thu, 21 Jan 2021 16:22:58 -0500  
Message-ID: <CAFTvFaqv=CO+JEBJykwjyNQQbNTc8wEgruOTydeV5onAmVRMw@mail.gmail.com>  
Subject: **Re: One Potomac Yard**  
To: "Jackson, Yvette" <[Jackson.Yvette@epa.gov](mailto:Jackson.Yvette@epa.gov)>  
Cc: TC Hairston - WPXD <[tc.hairston@gsa.gov](mailto:tc.hairston@gsa.gov)>, Davena Proctor - WPXDB <[davena.proctor@gsa.gov](mailto:davena.proctor@gsa.gov)>, Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>, "Stewart, Neil" <[Stewart.Neil@epa.gov](mailto:Stewart.Neil@epa.gov)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: fc790f1f7dcd49f03186053c9119ad72

They will all be on the 12th floor They will need access through July 21, 2021 I'd recommend 24/7 access if available since towards the end they will probably need access to finish up and vacate Thank you, Kathy

On Thu, Jan 21, 2021 at 4:13 PM Jackson, Yvette <[Jackson.Yvette@epa.gov](mailto:Jackson.Yvette@epa.gov)> wrote:

Thanks Kathy. The dates for access begin on Monday through what date? Are they to have 24/7 access or is there a designated time frame? Who will provide them access to the 11<sup>th</sup> floor which we do not secure?

Thanks,  
  
Yvette

**From:** Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>  
**Sent:** Thursday, January 21, 2021 3:09 PM  
**To:** Jackson, Yvette <[Jackson.Yvette@epa.gov](mailto:Jackson.Yvette@epa.gov)>  
**Cc:** TC Hairston - WPXD <[tc.hairston@gsa.gov](mailto:tc.hairston@gsa.gov)>; Davena Proctor - WPXDB <[davena.proctor@gsa.gov](mailto:davena.proctor@gsa.gov)>; Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>; Stewart, Neil <[Stewart.Neil@epa.gov](mailto:Stewart.Neil@epa.gov)>  
**Subject:** Re: One Potomac Yard

Great! Thank you

Here are the names that will need access.

<a href="#">Stephen Miller</a>
<a href="#">Scott Gast</a>
<a href="#">Desiree Thompson (Sayle)</a>
<a href="#">Cassidy Hutchinson</a>
<a href="#">Madison Porter</a>
Paul Teller
Katie Miller
Kara Brooks
(b) (6)
Marc Short
Greg Jacob
Hannah MacInnis
(b) (6)
Jonah Wainwright

On Thu, Jan 21, 2021 at 2:32 PM Jackson, Yvette <[Jackson.Yvette@epa.gov](mailto:Jackson.Yvette@epa.gov)> wrote:

Hi Kathy,

We can certainly provide access through the tumstiles after presentation of a driver’s license, screening and signing-in. Please provide the list of individuals needing access.

Let me know if you have additional questions.

Thanks,

Yvette

**From:** Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>  
**Sent:** Thursday, January 21, 2021 2:18 PM  
**To:** TC Hairston - WPXD <[tc.hairston@gsa.gov](mailto:tc.hairston@gsa.gov)>

**Cc:** Jackson, Yvette <[Jackson.Yvette@epa.gov](mailto:Jackson.Yvette@epa.gov)>; Davena Proctor - WPXDB <[davena.proctor@gsa.gov](mailto:davena.proctor@gsa.gov)>; Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
**Subject:** Re: One Potomac Yard

Yvette --- I've been told that the Outgoing Vice President's transition staff will not receive a PIV card because they will be on-board for 6 months only. There are nine employees. And there are 5 transition staff for the Outgoing President. Is there something else we can do or can we do an access list for the 6 month period and they show another form of picture ID?

Thank you, Kathy

On Thu, Jan 21, 2021 at 9:58 AM Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)> wrote:

Yvette and TC --- Thank you. I'm reaching now to verify the PIV card information.

Yvette -- do you need the expiration date of the PIV card or anything else to verify they have been cleared?

Thank you, Kathy

On Thu, Jan 21, 2021 at 9:52 AM TC Hairston - WPXD <[tc.hairston@gsa.gov](mailto:tc.hairston@gsa.gov)> wrote:

What additional information do you need?

On Thu, Jan 21, 2021 at 9:50 AM Jackson, Yvette <[Jackson.Yvette@epa.gov](mailto:Jackson.Yvette@epa.gov)> wrote:

Good morning TC,

Please see the attached email. I'm awaiting additional information on the new tenants. Once I have the information, we can provide details/support for building access.

Let me know if you have additional questions.

Thanks,

Yvette

**From:** TC Hairston - WPXD <[tc.hairston@gsa.gov](mailto:tc.hairston@gsa.gov)>  
**Sent:** Thursday, January 21, 2021 7:32 AM  
**To:** Jackson, Yvette <[Jackson.Yvette@epa.gov](mailto:Jackson.Yvette@epa.gov)>  
**Cc:** Davena Proctor - WPXDB <[davena.proctor@gsa.gov](mailto:davena.proctor@gsa.gov)>  
**Subject:** Fwd: One Potomac Yard

Good morning Yvette,

Hope all is well.... I am reaching out to you this morning for instructions and key cards for our new tenant to access the building.

Let us know who will distribute key cards and instructions?

Thanks.

----- Forwarded message -----  
**From:** Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>  
**Date:** Wed, Jan 20, 2021 at 11:26 AM  
**Subject:** Fwd: One Potomac Yard  
**To:** TC Hairston <[tc.hairston@gsa.gov](mailto:tc.hairston@gsa.gov)>

Cc: Davena Proctor <[davena.proctor@gsa.gov](mailto:davena.proctor@gsa.gov)>, Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>

TC --- do you mind reaching out to EPA to see if they can give us instructions to receive key cards for the turnstiles for the OVP transition staff.

Thank you, Kathy

----- Forwarded message -----

From: **Kathy Geisler - WPXP** <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>

Date: Wed, Jan 20, 2021 at 11:18 AM

Subject: Re: One Potomac Yard

To: Jackson, Yvette <[Jackson.Yvette@epa.gov](mailto:Jackson.Yvette@epa.gov)>, Neil <[Stewart.Neil@epa.gov](mailto:Stewart.Neil@epa.gov)>

Cc: Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>, Davena Proctor <[davena.proctor@gsa.gov](mailto:davena.proctor@gsa.gov)>, Darrell Helton (WPM1D) <[darrell.helton@gsa.gov](mailto:darrell.helton@gsa.gov)>

Dear Ms. Jackson and Mr. Stewart ---

I'm reaching out again concerning the Outgoing Vice President and President Transition staff receiving key card access to the turnstiles.

Please contact me as soon as possible since the Outgoing Vice President transition staff will be moving in shortly to the building.

Thank you, Kathy

On Tue, Jan 12, 2021 at 6:13 PM Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)> wrote:

Dear Ms. Jackson ---

My name is Kathy Geisler and I'm leading the Outgoing Transition activities for the President and the Vice President for GSA. Davena Proctor providing your contact information.

Since the 12th floor of One Potomac Yard has vacant space we have offered this space to the outgoing Vice President and President transition staff. I have two questions and I hope you can provide me a point of contact so I can work with them for access to the building.

1. The Outgoing Vice President may begin to move this Friday or Saturday. We are confirming the dates now. I wanted to know what is the best way for us to gain access to the building for the move. We will also have other deliveries such as furniture and supplies.
2. Once we have the names of the transition staff for the Vice President and President what is the process for them to have key card access to the turnstiles?

I appreciate your assistance.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(202) 708-9835 (desk)

(b) (6) (cell)

--

Date: Thu, 28 Jan 2021 09:41:51 -0600  
Message-ID: <CACeMak\_k3wRZ5K\_VT=ozkPuf1RCpDBnVcZDqY7r7743rbhqKRw@mail.gmail.com>  
Subject: **Re: OPOTUS Workbook -- Staffing and Budget**  
From: Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
To: Josette Colyne - CR1P <[josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)>  
Cc: Jearline Nicome - CSC <[jearline.nicome@gsa.gov](mailto:jearline.nicome@gsa.gov)>, Bart Jestel - BGC <[bart.jestel@gsa.gov](mailto:bart.jestel@gsa.gov)>, Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 52f9cc9308b0c58d0a5810a315cf8678  
Attachments: Outgoing POTUS Staff Workbook -- 27 Jan (1).xlsx

Josette,

See attached.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Thu, Jan 28, 2021 at 9:34 AM Josette Colyne - CR1P <[josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)> wrote:  
Hello Kaitlyn,  
Can you please send me the updated estimated budget and staffing list that Beau sent to you for our records.



**U.S. General Services Administration**

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**Josette I. Colyne**  
**Director**  
Processing/Personnel Records Mgmt  
Center (PPRM)  
Office of Human Resources  
Management (OHRM)  
2300 Main 2NW  
Kansas City, MO 64108  
Office: (816) 823-5790  
Mobile: (b) (6)  
E-mail: [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)

On Thu, Jan 28, 2021 at 9:28 AM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:  
Good morning all,  
  
The outgoing President's team would like to increase the salary of Nick Luna from \$160,000 to \$170,000.  
  
Please let me know what is required to complete this.  
  
Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

----- Forwarded message -----  
From: **William Harrison** <(b) (6) 45office.com>  
Date: Wed, Jan 27, 2021 at 4:05 PM  
Subject: OPOTUS Workbook -- Staffing and Budget  
To: Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>, Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
Cc: Jearline Nicome - CSC <[jearline.nicome@gsa.gov](mailto:jearline.nicome@gsa.gov)>

Hey Kathy and Kaitlyn,

Attached please find the updated estimated budget and staffing list.

Please note the following changes on the staffing front:

- Nick Luna’s updated annual salary of \$170,000
- Cassidy Hutchinson’s departure date of 4/1/21

Please let me know if you have any questions. I’ll try my best to keep this updated to keep things organized!

Thanks,  
Beau

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**Embedded Attachments**

(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

Outgoing POTUS Staff Workbook -- 27 Jan (1).xlsx



From: (b) (6) <(b) (6)@sap.com>  
To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; (b) (6) <(b) (6)@adtrav.com>  
Cc: (b) (6) <(b) (6)@ADTRAV.COM>; (b) (6) <(b) (6)@adtrav.com>; Laurie McConaughy <laurie.mcconaughey@gsa.gov>; Marvin Somers - H1CT <marvin.somers@gsa.gov>; (b) (6) <(b) (6)@adtrav.com>; Christine Courter - H1C <christine.courter@gsa.gov>; Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Emma Perron - O <emma.perron@gsa.gov>; Elizabeth Cain - AD <elizabeth.cain@gsa.gov>  
Subject: RE: Outgoing President List of Authorized Travelers and Designees  
Date: Fri, 5 Mar 2021 15:38:48 +0000  
Message-ID: <CH2PR12MB3861EAE422B9AE8410BFB0588B969@CH2PR12MB3861.namprd12.prod.oulook.com>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: b71e657ac8b54c8d2a0e8cb05d5459aa

Hello,

If you don't mind me jumping in, from a booking perspective yes car rentals are allowed to be booked.

We did discuss the rental would be reserved / paid for with their personal card and vouchered, but the GSA team will want to confirm

From our guidelines document Section 3:16, but for convenience

### 3.16Car Booking Procedures

- Not planned for 2020, but available by ADTRAV if needed
- DTMO rates and ID number will be used for all car reservations.
- Compact cars only unless approved by PETT

(b) (6) - Director, Services- Delivery US Federal Operations O: 440 886-0670 / M: (b) (6)

SAP Concur 

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
Sent: Friday, March 5, 2021 10:29 AM  
To: (b) (6) <(b) (6)@adtrav.com>  
Cc: (b) (6) <(b) (6)@sap.com>; (b) (6) <(b) (6)@ADTRAV.COM>; (b) (6) <(b) (6)@adtrav.com>; Laurie McConaughy <laurie.mcconaughey@gsa.gov>; Marvin Somers - H1CT <marvin.somers@gsa.gov>; (b) (6) <(b) (6)@adtrav.com>; Christine Courter - H1C <christine.courter@gsa.gov>; Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Emma Perron - O <emma.perron@gsa.gov>; Elizabeth Cain - AD <elizabeth.cain@gsa.gov>  
Subject: Re: Outgoing President List of Authorized Travelers and Designees

Good morning (b) (6)

Thank you!

Another question has come up and I'm not sure if this is an internal GSA question or ADTRAV - is the customer team allowed to book a rental car? Would we do this the same way as we have set up for the hotel - have the customer book with their credit card and paper voucher for reimbursement?

Thank you,  
Kaitlyn

Kaitlyn Schneider  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Fri, Mar 5, 2021 at 6:43 AM (b) (6) <(b) (6)@adtrav.com> wrote:

Good morning Kaitlyn,  
  
We will add (b) (6) to the approval list.  
  
TGIF!  
  
Thank you,  
  
(b) (6)  
  
(b) (6)  
Vice President, Operations  
205-745-3722  
(b) (6)@adtrav.com  
  
  
Our goal is 100% customer satisfaction! Please let us know how we are doing by completing a [RezCritique](#).

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
Sent: Friday, March 5, 2021 6:39 AM  
To: (b) (6) <(b) (6)@sap.com>  
Cc: (b) (6) <(b) (6)@adtrav.com>; (b) (6) <(b) (6)@adtrav.com>; (b) (6) <(b) (6)@adtrav.com>; Laurie McConaughy <laurie.mcconaughey@gsa.gov>; Marvin Somers - H1CT <marvin.somers@gsa.gov>; Pamela Lewis <(b) (6)@adtrav.com>; Christine Courter - H1C <christine.courter@gsa.gov>; Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Emma Perron - O <emma.perron@gsa.gov>; Elizabeth Cain - AD <elizabeth.cain@gsa.gov>

Subject: Re: Outgoing President List of Authorized Travelers and Designees

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good morning,

Thank you all! I just found out they want (b) (6) on the list of approved travelers as well as arrangers.

Have a great day!

Sent from my iPhone

On Mar 4, 2021, at 7:38 PM, (b) (6) <(b) (6)@sap.com> wrote:

Thank you for the heads-up on travel this weekend. (b) (6) will acknowledge the additional approver, and readiness for the weekend.

Have a good night!

(b) (6) - Director, Services- Delivery US Federal Operations O: 440 886-0670 / M: (b) (6)

<image001.png>

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Sent:** Thursday, March 4, 2021 7:36 PM  
**To:** (b) (6) <(b) (6)@ADTRAV.COM>  
**Cc:** (b) (6) <(b) (6)@sap.com>; (b) (6) <(b) (6)@adtrav.com>; (b) (6) <(b) (6)@adtrav.com>; Laurie McConaughy <laurie.mcconaughey@gsa.gov>; Marvin Somers - H1CT <marvin.somers@gsa.gov>; (b) (6) <(b) (6)@adtrav.com>; Christine Courter - H1C <christine.courter@gsa.gov>; Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Emma Perron - O <emma.perron@gsa.gov>; Elizabeth Cain - AD <elizabeth.cain@gsa.gov>  
**Subject:** Re: Outgoing President List of Authorized Travelers and Designees

Good evening (b) (6)

Can we please add (b) (6) to the list of approved arrangers?

Also, we just received word that there will be travel coming up this weekend/next week.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Thu, Feb 18, 2021 at 2:07 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Good afternoon (b) (6)

They have not specified. We will update you as soon as we hear something.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Thu, Feb 18, 2021 at 1:01 PM (b) (6) <(b) (6)@adtrav.com> wrote:

Hi Kaitlyn

No problem adding Dan to the list of approved arrangers. Do you have an idea of when the outgoing travel will begin?

(b) (6)  
Manager of Government Travel Team  
ADTRAV Travel Management

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Sent:** Thursday, February 18, 2021 7:50 AM  
**To:** (b) (6) <(b) (6)@adtrav.com>  
**Cc:** (b) (6) <(b) (6)@sap.com>; (b) (6) <(b) (6)@adtrav.com>; (b) (6) <(b) (6)@adtrav.com>; Laurie McConaughy <laurie.mcconaughey@gsa.gov>; Marvin Somers - H1CT <marvin.somers@gsa.gov>; Pamela Lewis <(b) (6)@adtrav.com>; Christine Courter - H1C <christine.courter@gsa.gov>; Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Emma Perron - O <emma.perron@gsa.gov>; Elizabeth Cain - AD <elizabeth.cain@gsa.gov>  
**Subject:** Re: Outgoing President List of Authorized Travelers and Designees

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good morning (b) (6)

Can we please add Dan Scavino to the list of authorized travel arrangers?

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Thu, Feb 4, 2021 at 10:26 AM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:

Good morning (b) (6)

Thank you so much!

Have a great rest of your day.

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Wed, Feb 3, 2021 at 3:50 PM (b) (6) <(b) (6)@adtrav.com> wrote:

Hi Kaitlyn  
Thank you for sending us over the arrangers and the list of travelers. Here is the contact information to reach the agent team by phone or email to arrange travel:

PTT Phone Lines

Toll Free: 833-617-1343

Local: 205-263-9179

[Ptt.travel@adtrav.com](mailto:Ptt.travel@adtrav.com)

8a-8p ET/7a-7p CT Monday -Friday

Please let me know if you have any questions.

(b) (6)  
Manager of Government Travel Team  
ADTRAV Travel Management

**From:** Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
**Sent:** Wednesday, February 3, 2021 3:00 PM  
**To:** (b) (6) <(b) (6)@sap.com>; (b) (6) <(b) (6)@adtrav.com>; (b) (6) <(b) (6)@adtrav.com>; (b) (6) <(b) (6)@adtrav.com>; (b) (6) <(b) (6)@adtrav.com>; Laurie McConaughy <[laurie.mcconaughey@gsa.gov](mailto:laurie.mcconaughey@gsa.gov)>; Marvin Somers - H1CT <[marvin.somers@gsa.gov](mailto:marvin.somers@gsa.gov)>; Pamela Lewis <(b) (6)@adtrav.com>; Christine Courter - H1C <[christine.courter@gsa.gov](mailto:christine.courter@gsa.gov)>  
**Cc:** Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>; Emma Perron - O <[emma.perron@gsa.gov](mailto:emma.perron@gsa.gov)>; Elizabeth Cain - AD <[elizabeth.cain@gsa.gov](mailto:elizabeth.cain@gsa.gov)>  
**Subject:** Outgoing President List of Authorized Travelers and Designees

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon all,

Below is a list of all the Outgoing President's staff that are authorized to travel:

Molly Michael  
Dan Scavino  
Nick Luna  
Beau Harrison  
Eliza Thurston  
Stephen Miller  
Hayley D'Antuono  
Marcia Kelly  
Scott Gast  
Desiree Thompson  
(b) (6)  
Cassidy Hutchinson  
Madison Porter  
Margo Martin  
(b) (6)

They would like to set it up so only the two individuals below will be able to call and book travel on behalf of everyone:

Beau Harrison  
Eliza Thurston

We cannot seem to find the contact information to pass along to the customer team to book travel. Can you please send this over to us as well?

Please let me know if you need anything else from us!

Thank you,

Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

Date: Tue, 19 Jan 2021 15:45:17 -0600  
Message-ID: <CACeMak-jOqzZP9zsrClZbDNEq4ZS2ZJH27WqMteJXwu5=aZ3ug@mail.gmail.com>  
Subject: **Re: Personal Contact Information for Move**  
From: Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
To: "Harrison, William B. EOP/WHO" <(b) (6)>  
Cc: Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>, Kristina Schroeder - 4P1AB <[kristina.schroeder@gsa.gov](mailto:kristina.schroeder@gsa.gov)>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 94bb1e18bd2db63db94599c92d64ae9a

Beau,

Thank you. Do you have the personal email addresses of the staff on hand so our HR office can reach out with questions?

Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Tue, Jan 19, 2021 at 3:43 PM Harrison, William B. EOP/WHO <(b) (6)> wrote:

Personal Contact info below:

(b) (6)  
(b) (6) [gmail.com](mailto:(b) (6)@gmail.com)

Also – duty station breakdown below:

Florida:

- Dan Scavino
- Molly Michael
- Nick Luna
- Beau Harrison
- Hayley D’Antuono
- Marcia Kelly
- Eliza Thurston
- (b) (6)
- Margo Martin
- (b) (6)

DC:

- Stephen Miller
- Scott Gast
- Desiree Thompson
- Madison Porter
- Cassidy Hutchinson

Thank you,

Beau

**From:** Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
**Sent:** Tuesday, January 19, 2021 3:21 PM  
**To:** Harrison, William B. EOP/WHO <(b) (6)>  
**Cc:** Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>; Kristina Schroeder - 4P1AB <[kristina.schroeder@gsa.gov](mailto:kristina.schroeder@gsa.gov)>  
**Subject:** Personal Contact Information for Move

Good afternoon Beau,

Can you please send over your personal email address and phone number so we have a way to contact you after you lose access to your EOP information?

Thank you,  
Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
Date: Thu, 18 Mar 2021 16:24:32 -0400  
Message-ID: <CAFTvFao38rHmb=uZC8b0b9mU1VGbdsTssv80UdJrVMai8no8\_g@mail.gmail.com>  
Subject: **Re: Personal Contact Information for Move**  
To: William Harrison <(b) (6)@45office.com>  
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 6c59763b3a8b495fa05c2ead24f79876

Beau --- we are trying to get the travel for Dan approved. They question we were asked --- is Dan's duty station DC or Florida. Originally, we thought his duty stations was Florida but it sounds like he is traveling back to DC as his home base. Please advise.

Thank you, Kathy

On Thu, Mar 18, 2021 at 2:36 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Beau --- I wanted to double check. Dan Scavino's duty station is Florida or DC?

----- Forwarded message -----  
From: **Kathy Geisler - WPXP** <kathleen.geisler@gsa.gov>  
Date: Thu, Mar 18, 2021 at 2:25 PM  
Subject: Re: Personal Contact Information for Move  
To: Harrison, William B. EOP/WHO <(b) (6)>  
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Beau --- I wanted to double check. Dan Scavino's duty station is Florida or DC?

On Tue, Jan 19, 2021 at 4:43 PM Harrison, William B. EOP/WHO <(b) (6)> wrote:

Personal Contact info below:

(b) (6)  
(b) (6)@gmail.com

Also -- duty station breakdown below:

Florida:

- Dan Scavino
- Molly Michael
- Nick Luna
- Beau Harrison
- Hayley D'Antuono
- Marcia Kelly
- Eliza Thurston
- (b) (6)
- Margo Martin
- (b) (6)

DC:

- Stephen Miller
- Scott Gast
- Desiree Thompson
- Madison Porter
- Cassidy Hutchinson

Thank you,  
Beau

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Sent:** Tuesday, January 19, 2021 3:21 PM  
**To:** Harrison, William B. EOP/WHO <(b) (6)>  
**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>  
**Subject:** Personal Contact Information for Move

Good afternoon Beau,

Can you please send over your personal email address and phone number so we have a way to contact you after you lose access to your EOP information?

Thank you,

Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: 312.810.4626

--

Kathleen K. Geisler  
Director  
Program Execution Division  
Office of Portfolio Management and Real Estate  
(202) 708-9835 (desk)  
(b) (6) (cell)

--

Kathleen K. Geisler  
Director  
Program Execution Division  
Office of Portfolio Management and Real Estate  
(202) 708-9835 (desk)  
(b) (6) (cell)

--

Kathleen K. Geisler  
Director  
Program Execution Division  
Office of Portfolio Management and Real Estate  
(202) 708-9835 (desk)  
(b) (6) (cell)



Date: Thu, 21 Jan 2021 14:00:29 -0600  
Message-ID: <CACeMak-dD74yq=sUQPpdF3N8=wX5FJLhAUSdCjF3ztdsnJRD2g@mail.gmail.com>  
Subject: **Re: Presidential Transition - Outgoing**  
From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
To: Josette Colyne - CR1P <josette.colyne@gsa.gov>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 36ce22f36d23d1bb81dff5966a1bb0f7

Beau just provided this one for him as well: (b) (6) gmail.com

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Thu, Jan 21, 2021 at 1:59 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:  
Katie Miller is Stephen's wife. You should be good to email that address to contact him.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Thu, Jan 21, 2021 at 1:34 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:  
I sent both teams an email to confirm. I will let you know!

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Thu, Jan 21, 2021 at 1:33 PM Josette Colyne - CR1P <josette.colyne@gsa.gov> wrote:  
Ah they must be a together and share the same email.



U.S. General Services Administration

**Josette I. Colyne**  
**Director**  
Processing/Personnel Records Mgmt  
Center (PPRM)  
Office of Human Resources  
Management (OHRM)  
2300 Main 2NW  
Kansas City, MO 64108  
Office: (816) 823-5790  
Mobile: (b) (6)  
E-mail: josette.colyne@gsa.gov

On Thu, Jan 21, 2021 at 1:25 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:  
Josette,

That is what the teams gave me. I will follow up and see if this is correct.  
  
Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Thu, Jan 21, 2021 at 1:18 PM Josette Colyne - CR1P <josette.colyne@gsa.gov> wrote:  
Thank you Kaitlyn. Can you look at Stephen Miller's email address, it is the same as Katie Millers email address.



U.S. General Services Administration

**Josette I. Colyne**  
**Director**  
Processing/Personnel Records Mgmt  
Center (PPRM)  
Office of Human Resources  
Management (OHRM)  
2300 Main 2NW  
Kansas City, MO 64108  
Office: (816) 823-5790  
Mobile: (b) (6)  
E-mail: josette.colyne@gsa.gov

On Wed, Jan 20, 2021 at 3:27 PM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:  
Good afternoon all,

The personal email addresses of the outgoing President's staff are now on our tracker. We are still waiting for the outgoing VP staff email addresses.

Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626


On Wed, Jan 20, 2021 at 6:50 AM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:  
Good morning Josette,

The city is Palm Beach, FL.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Wed, Jan 20, 2021 at 6:30 AM Josette Colyne - CR1P <[josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)> wrote:  
Hello Kaitlyn,  
Thank you. Can you please provide me with a City for Florida?



U.S. General Services Administration

---

**Josette I. Colyne**  
**Director**  
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Office of Human Resources  
Management (OHRM)  
2300 Main 2NW  
Kansas City, MO 64108  
Office: (816) 823-5790  
Mobile: (b) (6)  
E-mail: [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)

On Tue, Jan 19, 2021 at 3:53 PM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:  
All,

The duty station for all VP staff will be Arlington, VA.

Please see the breakdown of duty stations for the President's staff:

- Florida:
- Dan Scavino
  - Molly Michael
  - Nick Luna
  - Beau Harrison
  - Hayley D'Antuono
  - Marcia Kelly
  - Eliza Thurston
  - (b) (6)
  - Margo Martin
  - (b) (6)

- Arlington:
- Stephen Miller
  - Scott Gast
  - Desiree Thompson
  - Madison Porter
  - Cassidy Hutchinson

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Tue, Jan 19, 2021 at 2:51 PM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:  
Jearline,

I will request the email address and residence addresses from the teams.

The VP should all have a duty station of DC/Arlington.

The President is having the main transition office in FL and a correspondence office in D.C. I am unfamiliar with how duty stations are determined. I am

assuming that those working out of the correspondence office will have a duty station of DC/Arlington and then those in the main office will be FL.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Tue, Jan 19, 2021 at 2:47 PM Jearline Nicome - CSC <[jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov)> wrote:  
Hi Kaitlyn,

Yes please. Pass on the information that Bart shared. Also, please confirm whether or not all of the Former President staff are going to Florida. Josette currently have Washington DC as the duty station for VP.

On Tue, Jan 19, 2021 at 3:26 PM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:  
Jearline,

Is this something you would like me to assist with?

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Tue, Jan 19, 2021 at 1:54 PM Bart Jestel - BGC <[bart.jestel@gsa.gov](mailto:bart.jestel@gsa.gov)> wrote:  
Mailing addresses for tax and payroll reports are requested and needed. Otherwise they will need to reach out to us in a year to get their W2, W2c or other payroll and tax documents.

**Bart Jestel**  
Chief, GSA Payroll Services Branch (BGC)  
Office of the Chief Financial Officer  
General Services Administration  
(816) 926-8377

Payroll Customer Service Help Desk:  
[KC-Payroll.Finance@gsa.gov](mailto:KC-Payroll.Finance@gsa.gov)  
(844) 303-6515

GSA Payroll Website:  
<http://www.gsa.gov/portal/category/25610>

Mailing Address:  
General Services Administration OCFO  
Payroll Services Branch (BGC)  
2nd Floor Nor hwest  
2300 Main Street  
Kansas City, MO 64108

FOR OFFICIAL USE ONLY --- The information contained in this e-mail is privileged and confidential and is intended only for the use of the addressee(s) indicated above  
Anyone who receives this e-mail in error should notify the sender by telephone immediately, and destroy the original message and any copies

On Tue, Jan 19, 2021 at 1:28 PM Jearline Nicome - CSC <[jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov)> wrote:  
Good Afternoon,

Will we be needing the employees personal email addresses/home addresses to send SF-50 and W-2?

Jearline

--

*Jearline Nicome*  
*Presidential Transition Support Team*  
*General Services Administration (GSA)*  
*1800 F Street, NW*  
*Washington, DC 20405*  
*Cell: (b) (6)*  
*Email: [Jearline.Nicome@gsa.gov](mailto:Jearline.Nicome@gsa.gov)*

--

*Jearline Nicome*  
*Presidential Transition Support Team*  
*General Services Administration (GSA)*  
*1800 F Street, NW*  
*Washington, DC 20405*  
*Cell: (b) (6)*  
*Email: [Jearline.Nicome@gsa.gov](mailto:Jearline.Nicome@gsa.gov)*

Date: Wed, 20 Jan 2021 19:20:47 -0600  
Message-ID: <CACeMak88tUrwSbA2o-oJb9T\_tZp5SU7bMnfjQwgdPRdmHQuaQ@mail.gmail.com>  
Subject: **Re: Presidential Transition - Outgoing**  
From: Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
To: Josette Colyne - CR1P <[josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)>  
Cc: Jearline Nicome - CSC <[jearline.nicome@gsa.gov](mailto:jearline.nicome@gsa.gov)>, Bart Jestel - BGC <[bart.jestel@gsa.gov](mailto:bart.jestel@gsa.gov)>, Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: ab4b727b801cd3306905ca1ffef614d4

Good evening all,

The outgoing VP staff now have their personal email addresses on our tracker.

Have a wonderful night!

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Wed, Jan 20, 2021 at 3:26 PM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:  
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**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

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The city is Palm Beach, FL.

Thank you,  
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Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

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U.S. General Services Administration

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Kansas City, MO 64108  
Office: (816) 823-5790  
Mobile: (b) (6)  
E-mail: [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)

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- Dan Scavino
  - Molly Michael
  - Nick Luna
  - Beau Harrison
  - Hayley D'Antuono
  - Marcia Kelly
  - Eliza Thurston
  - (b) (6)
  - Margo Martin
  - (b) (6)

- Arlington:
- Stephen Miller
  - Scott Gast

- Desiree Thompson
- Madison Porter
- Cassidy Hutchinson

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

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Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

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Hi Kaitlyn,

Yes please. Pass on the information that Bart shared. Also, please confirm whether or not all of the Former President staff are going to Florida. Josette currently have Washington DC as the duty station for VP.

On Tue, Jan 19, 2021 at 3:26 PM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:  
Jearline,

Is this something you would like me to assist with?

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Tue, Jan 19, 2021 at 1:54 PM Bart Jestel - BGC <[bart.jestel@gsa.gov](mailto:bart.jestel@gsa.gov)> wrote:  
Mailing addresses for tax and payroll reports are requested and needed. Otherwise they will need to reach out to us in a year to get their W2, W2c or other payroll and tax documents.

**Bart Jestel**  
Chief, GSA Payroll Services Branch (BGC)  
Office of the Chief Financial Officer  
General Services Administration  
(816) 926-8377

Payroll Customer Service Help Desk:  
[KC-Payroll.Finance@gsa.gov](mailto:KC-Payroll.Finance@gsa.gov)  
(844) 303-6515

GSA Payroll Website:  
<http://www.gsa.gov/portal/category/25610>

Mailing Address:  
[General Services Administration OCFO](#)  
[Payroll Services Branch \(BGC\)](#)  
2nd Floor Northwest  
2300 Main Street  
Kansas City, MO 64108

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On Tue, Jan 19, 2021 at 1:28 PM Jearline Nicome - CSC <[jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov)> wrote:  
Good Afternoon,

Will we be needing the employees personal email addresses/home addresses to send SF-50 and W-2?

Jearline

--

*Jearline Nicome*  
*Presidential Transition Support Team*  
*General Services Administration (GSA)*  
*1800 F Street, NW*

From: Elizabeth Cain - AD <[elizabeth.cain@gsa.gov](mailto:elizabeth.cain@gsa.gov)>  
Date: Thu, 21 Jan 2021 16:46:03 -0500  
Message-ID: <CAEfWDLd\_Rpk6\_WBhSiLUvzQsjzSm1TqGwk3=0gX\_tZH\_JHY98Q@mail.gmail.com>  
Subject: **Re: Salary Estimator**  
To: Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 6cc935fc23dcd25ba0feb2c258b56bc  
Attachments: Outgoing Transition Salary and Benefits Estimating File 1.5.21\_EMC edits.xlsx

Here you go--

There was a formula error that wasn't totaling all the rows in the spreadsheet. This matches the amount that they sent to you, which should be closer to your estimate!

Thanks,  
Liz Cain  
Work Cell: (b) (6)  
Personal Cell: (b) (6)  
  
General Services Administration

On Thu, Jan 21, 2021 at 4:38 PM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

**Embedded Attachments**

(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

Outgoing Transition Salary and Benefits Estimating File 1.5.21\_EMC edits.xlsx

From: "Spicer, JoAnna C. EOP/OA" <(b) (6)>  
To: 'Kaitlyn Schneider - QMDDD' <kaitlyn.schneider@gsa.gov>  
CC: "josette.colyne@gsa.gov" <josette.colyne@gsa.gov>, "jearline.nicome@gsa.gov" <jearline.nicome@gsa.gov>, "Porada, Irene H. EOP/OA" <(b) (6)>  
Subject: **RE: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \***  
Date: Fri, 15 Jan 2021 18:13:53 +0000  
Message-ID: <661eb7a9aeb54a02b44d5299b0716e1e@oa.eop.gov>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: a6977856d9cc8eba6a8bcda708f854d3

Thank you, Kaitlyn!

I will get you the SF-75 for the additional WHO individual and confirm the best Senate POC for you shortly.

Thank you,  
JoAnna Spicer  
Senior Human Resources Specialist  
White House Human Resources Division  
Executive Office of the President  
Office of Administration  
Room 89 – EEOB  
Washington, DC 20503  
Direct: 202-395-2033  
Mobile: (b) (6)

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Sent:** Friday, January 15, 2021 1:06 PM  
**To:** Spicer, JoAnna C. EOP/OA <(b) (6)>  
**Cc:** josette.colyne@gsa.gov; jearline.nicome@gsa.gov; Porada, Irene H. EOP/OA <(b) (6)>  
**Subject:** Re: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \*

Good afternoon JoAnna,

Thank you. I am confirming that all individuals on the OVP team will be effective 1/20/21.

Do you have a contact you could pass along to us from the U.S. Senate, Benefits Disbursing Office?

Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Fri, Jan 15, 2021 at 11:20 AM Spicer, JoAnna C. EOP/OA <(b) (6)> wrote:

Hello,

Please see the attached SF-75 for the following OVP individuals:

- Kara Brooks
- Gregory Jacob
- Hannah MacInnis
- Katie Miller
- Marc Short
- Paul Teller

The three individuals below are on the OVP Senate team and data will need to be provided by the U.S. Senate, Benefits Disbursing Office:

- (b) (6)
- (b) (6)
- Jonah Wainwright

Please also confirm that these individuals will be appointed effective Wednesday 01/20/2021. Thank you!

Thank you,  
JoAnna Spicer  
Senior Human Resources Specialist  
White House Human Resources Division  
Executive Office of the President  
Office of Administration  
Room 89 – EEOB  
Washington, DC 20503  
Direct: 202-395-2033  
Mobile: (b) (6)

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

**Sent:** Friday, January 15, 2021 11:33 AM  
**To:** Spicer, JoAnna C. EOP/OA <(b) (6)>  
**Cc:** [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov); [jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov); Porada, Irene H. EOP/OA <(b) (6)>  
**Subject:** Re: SF-75 Data | Former President's Transition Team - GSA Transfers

Good morning JoAnna,

Thank you for your help!

For the President's Outgoing team there is also an individual named Alex Stone.

Are you also able to provide this information for the Outgoing Vice President's staff. The list is below:

- Paul Teller
- Katie Miller
- Kara Brooks
- (b) (6)
- Marc Short
- Greg Jacob
- Hannah MacInnis
- (b) (6)
- Jonah Wainwright

Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Fri, Jan 15, 2021 at 10:27 AM Spicer, JoAnna C. EOP/OA <(b) (6)> wrote:

Hello,

Please see the attached SF-75 data for the following 14 individuals:

- Hayley D'Antuono
- (b) (6)
- Scott Gast
- William Harrison
- Cassidy Hutchinson
- Marcia Kelly
- Nicholas Luna
- Molly Michael
- Margo Martin
- Stephen Miller
- Madison Porter
- Desiree Sayle
- Daniel Scavino
- Eliza Thurston

I saw there was some back-and-forth on the other email chain. Could you please confirm that these individuals will all be appointed on Wednesday 01/20/2021.

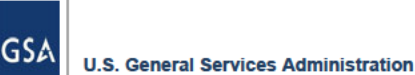
Please let me know if you have any questions or concerns.

Thank you,  
JoAnna Spicer  
Senior Human Resources Specialist  
White House Human Resources Division  
Executive Office of the President  
Office of Administration  
Room 89 – EEOB  
Washington, DC 20503  
Direct: 202-395-2033  
Mobile: (b) (6)



From: Josette Colyne - CR1P <josette.colyne@gsa.gov>  
Date: Thu, 21 Jan 2021 14:14:31 -0600  
Message-ID: <CAGD1YEr-yPaRhRkH15hxMvEOoMDx3ZK0z6X-zYVhO=LQ-vHiAA@mail.gmail.com>  
Subject: **Re: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \***  
To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
Cc: "Spicer, JoAnna C. EOP/OA" <(b) (6)> "jearline.nicome@gsa.gov" <jearline.nicome@gsa.gov>, "Porada, Irene H. EOP/OA" <(b) (6)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 73983326a70b5d16394068cea471e260

Password: (b) (6)



**Josette I. Colyne**  
**Director**  
Processing/Personnel Records Mgmt  
Center (PPRM)  
Office of Human Resources  
Management (OHRM)  
2300 Main 2NW  
Kansas City, MO 64108  
Office: (816) 823-5790  
Mobile: (b) (6)  
E-mail: [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)

On Thu, Jan 21, 2021 at 6:50 AM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:  
Good morning JoAnna,

I defer to Josette or Jearline for this.  
Thank you for your help with everything!

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Wed, Jan 20, 2021 at 8:55 PM Spicer, JoAnna C. EOP/OA <(b) (6)> wrote:

Wonderful – thank you for verifying!

Please send us redacted copies of their appointment SF-50s and your physical mailing address so we can send you their OPFs.

Thank you,

JoAnna Spicer

Senior Human Resources Specialist

White House Human Resources

Executive Office of the President

Office of Administration

Room 89 – EEOB

Washington, DC 20503

Main: 202-395-8001

Direct: 202-395-2033

Mobile: (b) (6)

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Sent:** Wednesday, January 20, 2021 9:27 PM  
**To:** Spicer, JoAnna C. EOP/OA <(b) (6)>  
**Cc:** [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov); [jearline.nicome@gsa.gov](mailto:jearline.nicome@gsa.gov); Porada, Irene H. EOP/OA <(b) (6)>  
**Subject:** Re: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \*

Good evening JoAnna,

All transition staff had a start date of today, 1/20/21.

Thank you,  
Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Wed, Jan 20, 2021 at 7:52 PM Spicer, JoAnna C. EOP/OA <(b) (6)> wrote:

Hello,

Please confirm the GSA appointment dates for the following WHO team:

- Hayley D’Antuono
- (b) (6)
- Scott Gast
- William Harrison
- Cassidy Hutchinson
- Marcia Kelly
- Nicholas Luna
- Molly Michael
- Margo Martin
- Stephen Miller
- Madison Porter
- (b) (6)
- Desiree Sayle
- Daniel Scavino
- Eliza Thurston

Thank you in advance!

Thank you,  
JoAnna Spicer  
Senior Human Resources Specialist  
White House Human Resources  
Executive Office of the President  
Office of Administration  
Room 89 – EEOB  
Washington, DC 20503  
Main: 202-395-8001  
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Mobile: (b) (6)

**From:** Spicer, JoAnna C. EOP/OA  
**Sent:** Friday, January 15, 2021 3:31 PM  
**To:** 'Kaitlyn Schneider - QMDDD' <kaitlyn.schneider@gsa.gov>  
**Cc:** [joseette.colyne@gsa.gov](mailto:joseette.colyne@gsa.gov); [jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov); Porada, Irene H. EOP/OA <(b) (6)>  
**Subject:** RE: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \*

Hello,

Please see the attached SF-75 information for the additional WHO transfer – (b) (6)

The main U.S. Senate, Benefits Disbursing Office number is 202-224-1093. I’m checking with my POC now to see if there is an email address that would be best to coordinate these transfers.

Thank you,

JoAnna Spicer

Senior Human Resources Specialist

White House Human Resources Division

Executive Office of the President

Office of Administration

Room 89 – EEOB

Washington, DC 20503

Direct: 202-395-2033

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U.S. General Services Administration

w: 312.810.4626

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JoAnna Spicer  
Senior Human Resources Specialist  
White House Human Resources Division  
Executive Office of the President  
Office of Administration  
Room 89 – EEOB  
Washington, DC 20503  
Direct: 202-395-2033  
Mobile: (b) (6)

**From:** Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
**Sent:** Friday, January 15, 2021 11:33 AM  
**To:** Spicer, JoAnna C. EOP/OA <(b) (6)>  
**Cc:** [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov); [jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov); Porada, Irene H. EOP/OA <(b) (6)>  
**Subject:** Re: SF-75 Data | Former President's Transition Team - GSA Transfers

Good morning JoAnna,

Thank you for your help!

For the President's Outgoing team there is also an individual named Alex Stone.

Are you also able to provide this information for the Outgoing Vice President's staff. The list is below:

- Paul Teller
- Katie Miller
- Kara Brooks
- (b) (6)
- Marc Short
- Greg Jacob
- Hannah MacInnis
- (b) (6)
- Jonah Wainwright

Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Fri, Jan 15, 2021 at 10:27 AM Spicer, JoAnna C. EOP/OA <(b) (6)> wrote:

Hello,

Please see the attached SF-75 data for the following 14 individuals:

- Hayley D'Antuono
- (b) (6)
- Scott Gast
- William Harrison
- Cassidy Hutchinson
- Marcia Kelly
- Nicholas Luna
- Molly Michael
- Margo Martin
- Stephen Miller
- Madison Porter
- Desiree Sayle
- Daniel Scavino
- Eliza Thurston

I saw there was some back-and-forth on the other email chain. Could you please confirm that these individuals will all be appointed on Wednesday 01/20/2021.

Please let me know if you have any questions or concerns.

Thank you,

JoAnna Spicer

Senior Human Resources Specialist

White House Human Resources Division

Executive Office of the President

Office of Administration

Room 89 – EEOB

Washington, DC 20503

Direct: 202-395-2033

Mobile: (b) (6)

Date: Fri, 15 Jan 2021 15:03:24 -0600  
Message-ID: <CACeMak\_qn=gzCXPIEf5Hi2dK+\_ =KqZoTAJrcSt=jjNWb2HnHYQ@mail.gmail.com>  
Subject: **Re: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \***  
From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
To: "Spicer, JoAnna C. EOP/OA" <(b) (6)>  
Cc: "josette.colyne@gsa.gov" <josette.colyne@gsa.gov>, "jeanine.nicome@gsa.gov" <jeanine.nicome@gsa.gov>, "Porada, Irene H. EOP/OA" <(b) (6)>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 9b04c7f27ac48b7e69e8c330b46f98ab

Thank you. I have sent them an email.  
Have a great weekend!

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Fri, Jan 15, 2021 at 2:55 PM Spicer, JoAnna C. EOP/OA <(b) (6)> wrote:

Hello,

Here is the main email for the U.S. Senate, Benefits Disbursing Office - [benefits@disbursing.senate.gov](mailto:benefits@disbursing.senate.gov)

Thank you,

JoAnna Spicer

Senior Human Resources Specialist

White House Human Resources Division

Executive Office of the President

Office of Administration

Room 89 – EEOB

Washington, DC 20503

Direct: 202-395-2033

Mobile: (b) (6)

**From:** Spicer, JoAnna C. EOP/OA  
**Sent:** Friday, January 15, 2021 3:31 PM  
**To:** 'Kaitlyn Schneider - QMDDD' <kaitlyn.schneider@gsa.gov>  
**Cc:** josette.colyne@gsa.gov; jeanine.nicome@gsa.gov; Porada, Irene H. EOP/OA <(b) (6)>  
**Subject:** RE: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \*

Hello,

Please see the attached SF-75 information for the additional WHO transfer – (b) (6)

The main U.S. Senate, Benefits Disbursing Office number is 202-224-1093. I’m checking with my POC now to see if there is an email address that would be best to coordinate these transfers.

Thank you,

JoAnna Spicer

Senior Human Resources Specialist

White House Human Resources Division

Executive Office of the President

Office of Administration

Room 89 – EEOB

Washington, DC 20503

Direct: 202-395-2033

Mobile: (b) (6)

**From:** Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
**Sent:** Friday, January 15, 2021 1:06 PM  
**To:** Spicer, JoAnna C. EOP/OA <(b) (6)>  
**Cc:** [jouette.colyne@gsa.gov](mailto:jouette.colyne@gsa.gov); [jearine.nicome@gsa.gov](mailto:jearine.nicome@gsa.gov); Porada, Irene H. EOP/OA <(b) (6)>  
**Subject:** Re: SF-75 Data | Former President's Transition Team - GSA Transfers - \*OVP Staff \*

Good afternoon JoAnna,

Thank you. I am confirming that all individuals on the OVP team will be effective 1/20/21.

Do you have a contact you could pass along to us from the U.S. Senate, Benefits Disbursing Office?

Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Fri, Jan 15, 2021 at 11:20 AM Spicer, JoAnna C. EOP/OA <(b) (6)> wrote:

Hello,

Please see the attached SF-75 for the following OVP individuals:

- Kara Brooks
- Gregory Jacob
- Hannah MacInnis
- Katie Miller
- Marc Short
- Paul Teller

The three individuals below are on the OVP Senate team and data will need to be provided by the U.S. Senate, Benefits Disbursing Office:

- (b) (6)
- (b) (6)
- Jonah Wainwright

Please also confirm that these individuals will be appointed effective Wednesday 01/20/2021. Thank you!

Thank you,  
JoAnna Spicer  
Senior Human Resources Specialist  
White House Human Resources Division  
Executive Office of the President  
Office of Administration  
Room 89 – EEOB  
Washington, DC 20503

Direct: 202-395-2033

Mobile: (b) (6)

**From:** Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
**Sent:** Friday, January 15, 2021 11:33 AM  
**To:** Spicer, JoAnna C. EOP/OA <(b) (6)>  
**Cc:** [jouette.colyne@gsa.gov](mailto:jouette.colyne@gsa.gov); [jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov); Porada, Irene H. EOP/OA <(b) (6)>  
**Subject:** Re: SF-75 Data | Former President's Transition Team - GSA Transfers

Good morning JoAnna,

Thank you for your help!

For the President's Outgoing team there is also an individual named Alex Stone.

Are you also able to provide this information for the Outgoing Vice President's staff. The list is below:

- Paul Teller
- Katie Miller
- Kara Brooks
- (b) (6)
- Marc Short
- Greg Jacob
- Hannah MacInnis
- (b) (6)
- Jonah Wainwright

Best,  
Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Fri, Jan 15, 2021 at 10:27 AM Spicer, JoAnna C. EOP/OA <(b) (6)> wrote:

Hello,

Please see the attached SF-75 data for the following 14 individuals:

- Hayley D'Antuono
- (b) (6)
- Scott Gast
- William Harrison
- Cassidy Hutchinson
- Marcia Kelly
- Nicholas Luna
- Molly Michael
- Margo Martin
- Stephen Miller
- Madison Porter
- Desiree Sayle



- Daniel Scavino
- Eliza Thurston

I saw there was some back-and-forth on the other email chain. Could you please confirm that these individuals will all be appointed on Wednesday 01/20/2021.

Please let me know if you have any questions or concerns.

Thank you,

JoAnna Spicer

Senior Human Resources Specialist

White House Human Resources Division

Executive Office of the President

Office of Administration

Room 89 – EEOB

Washington, DC 20503

Direct: 202-395-2033

Mobile: (b) (6)

From: Josette Colyne - CR1P <[josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)>  
Date: Fri, 15 Jan 2021 11:00:44 -0600  
Message-ID: <CAGD1YEpkQT4ZyBgGMAiqUP0peOYNOfPs0VJ19W-8JNCHAN-cg@mail gmail.com>  
Subject: **Re: SF-75 Data | Former President's Transition Team - GSA Transfers**  
To: Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: e2b18dda6f67267ca399eadf08157404

I just now got the email???



U.S. General Services Administration

**Josette I. Colyne**  
**Director**  
Processing/Personnel Records Mgmt  
Center (PPRM)  
Office of Human Resources  
Management (OHRM)  
2300 Main 2NW  
Kansas City, MO 64108  
Office: (816) 823-5790  
Mobile: (b) (6)  
E-mail: [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)

On Fri, Jan 15, 2021 at 10:42 AM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:  
Josette,

It took a while to come through for me. Maybe something with a firewall?  
Did the data come through from me?

Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Fri, Jan 15, 2021 at 10:39 AM Josette Colyne - CR1P <[josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)> wrote:  
That is so weird. I see that I am on it, but I did not get this email???



U.S. General Services Administration

**Josette I. Colyne**  
**Director**  
Processing/Personnel Records Mgmt  
Center (PPRM)  
Office of Human Resources  
Management (OHRM)  
2300 Main 2NW  
Kansas City, MO 64108  
Office: (816) 823-5790  
Mobile: (b) (6)  
E-mail: [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)

On Fri, Jan 15, 2021 at 10:38 AM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

----- Forwarded message -----  
From: **Spicer, JoAnna C. EOP/OA** <(b) (6)>  
Date: Fri, Jan 15, 2021 at 10:27 AM  
Subject: SF-75 Data | Former President's Transition Team - GSA Transfers  
To: [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov) <[josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)>  
Cc: [kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov) <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>, [jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov) <[jeanine.nicome@gsa.gov](mailto:jeanine.nicome@gsa.gov)>, Porada, Irene H. EOP/OA <(b) (6)>

Hello,

Please see the attached SF-75 data for the following 14 individuals:

- Hayley D’Antuono
- (b) (6)
- Scott Gast
- William Harrison
- Cassidy Hutchinson
- Marcia Kelly
- Nicholas Luna
- Molly Michael
- Margo Martin
- Stephen Miller
- Madison Porter
- Desiree Sayle
- Daniel Scavino
- Eliza Thurston

I saw there was some back-and-forth on the other email chain. Could you please confirm that these individuals will all be appointed on Wednesday 01/20/2021.

Please let me know if you have any questions or concerns.

Thank you,

JoAnna Spicer

Senior Human Resources Specialist

White House Human Resources Division

Executive Office of the President

Office of Administration

Room 89 – EEOB


Washington, DC 20503

Direct: 202-395-2033

Mobile: (b) (6)

From: Josette Colyne - CR1P <josette.colyne@gsa.gov>  
Date: Fri, 15 Jan 2021 10:36:02 -0600  
Message-ID: <CAGD1YErgQz6\_uEOs8F5urQs49d6TaVYgSn+xD9cSa\_gvaoCt=A@mail.gmail.com>  
Subject: **Re: SF-75 Data | Former President's Transition Team - GSA Transfers**  
To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
Cc: "Spicer, JoAnna C. EOP/OA" <(b) (6)> "jearline.nicome@gsa.gov" <jearline.nicome@gsa.gov>, "Porada, Irene H. EOP/OA" <(b) (6)>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 073ba7e063ad0007c6bc0f27b936a902

Hello Kaitlyn,  
Can you please forward me the SF75 information? I didn't receive the below email.



U.S. General Services Administration

**Josette I. Colyne**  
**Director**  
Processing/Personnel Records Mgmt  
Center (PPRM)  
Office of Human Resources  
Management (OHRM)  
2300 Main 2NW  
Kansas City, MO 64108  
Office: (816) 823-5790  
Mobile: (b) (6)  
E-mail: [josette.colyne@gsa.gov](mailto:josette.colyne@gsa.gov)

On Fri, Jan 15, 2021 at 10:33 AM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:  
Good morning JoAnna,  
  
Thank you for your help!  
  
For the President's Outgoing team there is also an individual named Alex Stone.  
  
Are you also able to provide this information for the Outgoing Vice President's staff. The list is below:

- Paul Teller
- Katie Miller
- Kara Brooks
- (b) (6)
- Marc Short
- Greg Jacob
- Hannah MacInnis
- (b) (6)
- Jonah Wainwright

Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Fri, Jan 15, 2021 at 10:27 AM Spicer, JoAnna C. EOP/OA <(b) (6)> wrote:  
  
Hello,  
  
Please see the attached SF-75 data for the following 14 individuals:

- Hayley D’Antuono
- (b) (6)
- Scott Gast
- William Harrison
- Cassidy Hutchinson
- Marcia Kelly
- Nicholas Luna
- Molly Michael
- Margo Martin
- Stephen Miller
- Madison Porter

- Desiree Sayle
- Daniel Scavino
- Eliza Thurston

I saw there was some back-and-forth on the other email chain. Could you please confirm that these individuals will all be appointed on Wednesday 01/20/2021.

Please let me know if you have any questions or concerns.

Thank you,

JoAnna Spicer

Senior Human Resources Specialist

White House Human Resources Division

Executive Office of the President

Office of Administration

Room 89 – EEOB

Washington, DC 20503

Direct: 202-395-2033

Mobile: (b) (6)

From: "Harrison, William B. EOP/WHO" <(b) (6)>  
To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
CC: "Block, Monica J. EOP/WHO" <(b) (6)> "Kathy Geisler - WPXP" <kathleen.geisler@gsa.gov>, Jearline Nicome - CSC <jearline.nicome@gsa.gov>  
Subject: **Re: Staff List**  
Date: Thu, 14 Jan 2021 14:06:57 +0000  
Message-ID: <7BC03C70-99DE-4F45-BFC4-4A47038D2BE3@who.eop.gov>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 4c310100def233014d1cb3e6f8577913  
Attachments: Transition List.pdf

---

Good morning Kaitlyn - attached please find the full list. Please note that Alex Stone and Eliza Thurston are still on the fence.

All are current federal employees.

Thanks,  
Beau

On Jan 14, 2021, at 08:18, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Good morning Beau,

I know you are waiting on us to give you a legal answer before finalizing your staffing list. We are meeting with OGC today to hopefully get you that answer.

In the meantime, Jearline has started to receive paperwork back from members who are going to be on the President's transition team. Is there any way you can send us a partial staff list so we have some way to know if we can go ahead with processing this paperwork?

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

---

**Embedded Attachments**  
(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

Transition List.pdf

From: William Harrison (b) (6) @45office.com>  
To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
CC: William Harrison <(b) (6) @gmail.com>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
Subject: **Re: Staff Personal Email Addresses for Onboarding and IT Devices**  
Date: Thu, 21 Jan 2021 19:59:15 +0000  
Message-ID: <AFB74C3F-FF03-4E97-AB00-3666F20F8843@45office.com>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: e10c24e3aeae5be569faca795aad6be

A better one is (b) (6) gmail.com .

Thank you!

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Date:** Thursday, January 21, 2021 at 2:58 PM  
**To:** William Harrison <(b) (6) @45office.com>  
**Cc:** William Harrison <(b) (6) @gmail.com>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
**Subject:** Re: Staff Personal Email Addresses for Onboarding and IT Devices

Beau,

Thank you! We just wanted to make sure it was correct. HR is reaching out to him I believe.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Thu, Jan 21, 2021 at 1:56 PM William Harrison <(b) (6) @45office.com> wrote:

Correct, that is his wife's email and was the email he wanted on file. I've asked him if he's able to provide another one.

Thanks,  
Beau

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Date:** Thursday, January 21, 2021 at 2:26 PM  
**To:** William Harrison <(b) (6) @gmail.com>  
**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, William Harrison (b) (6) @45office.com>  
**Subject:** Re: Staff Personal Email Addresses for Onboarding and IT Devices

Beau,

Can you confirm that Stephen Miller's email address is supposed to be (b) (6) gmail.com?

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Wed, Jan 20, 2021 at 3:21 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Beau,

Thank you so much! I will pass these along to our teams.

Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Wed, Jan 20, 2021 at 3:18 PM William Harrison (b) (6) @gmail.com> wrote:

Florida Based Group:  
Dan Scavino - (b) (6) @gmail.com  
Molly Michael - (b) (6) @gmail.com  
Nick Luna - (b) (6) @gmail.com  
Beau Harrison - (b) (6) @gmail.com  
Hayley D'Antuono - (b) (6) @gmail.com  
Margo Martin - (b) (6) @gmail.com  
(b) (6) - (b) (6) @gmail.com  
Eliza Thurston - (b) (6) @gmail.com  
Marcia Kelly - (b) (6) @gmail.com  
(b) (6) - (b) (6) @gmail.com

DC Based Group:  
Desiree Thompson Sayle: (b) (6) @gmail.com  
Stephen Miller - (b) (6) gmail.com  
Scott Gast - (b) (6) @gmail.com

Madison Porter – (b) (6) @gmail.com  
Cassidy Hutchinson – (b) (6) gmail.com

Please let me know if you have any questions.

Thanks,  
Beau

---

**From:** Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
**Date:** Wednesday, January 20, 2021 at 11:06 AM  
**To:** (b) (6) @gmail.com>  
**Cc:** Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>  
**Subject:** Staff Personal Email Addresses for Onboarding and IT Devices

Good morning Beau,

Our HR office requires the staff's personal email addresses to complete onboarding since the EOP addresses are no longer active.

Our IT office will also require these so they can coordinate with staff to finalize the set up of phones.

Can you please send us a list of all personal addresses?

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626



Date: Tue, 30 Mar 2021 10:12:23 -0500  
Message-ID: <CACeMak8AKMqmwSF-aW=FMp2nADGvxbgUfN4MM3DJJ38JVif0Q@mail.gmail.com>  
Subject: **Re: Upcoming Staffing Actions**  
From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
To: Beau Harrison (b) (6) @45office.com>  
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: d2196110ab7e8289bb8c901596565646

Good morning Beau,  
  
Thank you! I will pass this along.  
  
Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Tue, Mar 30, 2021 at 10:08 AM Beau Harrison <(b) (6) @45office.com> wrote:  
  
Attached please find the formal update – please note that only Cassidy Hutchinson will be departing now. Scott will stay on through the end of July.  
  
Thanks,  
  
Beau

**From:** Kaitlyn Schneider - QMDDD [mailto:kaitlyn.schneider@gsa.gov]  
**Sent:** Tuesday, March 30, 2021 9:53 AM  
**To:** Beau Harrison <(b) (6) @45office.com>  
**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
**Subject:** Re: Upcoming Staffing Actions

Good morning Beau,  
  
Have you had a chance to put together a letter for the two individuals offboarding on 4/9?  
  
We want to make sure HR and payroll have enough time to complete the necessary actions.  
  
Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Thu, Mar 25, 2021 at 8:14 AM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:  
  
Thank you! When you have a chance can you send over the formal letter with the information so I can pass it along?  
  
Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Thu, Mar 25, 2021 at 8:13 AM William Harrison <(b) (6)@45office.com> wrote:

Thanks Kaitlyn - we'll plan for the last date of 4/9 for these two individuals!

Get [Outlook for iOS](#)

---

**From:** Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
**Sent:** Thursday, March 25, 2021 9:11:03 AM  
**To:** William Harrison <(b) (6)@45office.com>  
**Cc:** Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>  
**Subject:** Re: Upcoming Staffing Actions

Good morning Beau,

Please let us know if you are still planning on having staff offboard in April.

Payroll and HR will need the formal notice in order to start processing offboarding actions.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Mon, Mar 22, 2021 at 11:44 AM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:

Good afternoon Beau,

I hope you had a good weekend!

I just want to follow up on this email from last week.

Please let me know if you have any questions.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Mon, Mar 15, 2021 at 1:11 PM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:

Good afternoon Beau,

I know you were planning on having some staffing changes in April and just wanted to touch base on them.

You originally had Scott Gast and Cassidy Hutchinson offboarding on 4/1 if I remember correctly.

Since 4/1 is a Thursday in the middle of a pay period would you like to have their last day be 3/26, 4/9, or maintain the 4/1 date?

Also, can you please send over the formal notification of staffing changes for our records?

Thank you,  
Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

Date: Fri, 12 Feb 2021 15 02:40 -0600  
Message-ID: <CACeMak8c+aUztMxYV8xv=0Z2jk06VxY51SOiWLOqeEct\_Z5ifA@mail gmail.com>  
Subject: **Re: Updated Outgoing POTUS Transition Budget**  
From: Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
To: William Harrison <(b) (6) @45office.com>  
Cc: Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 4c5b5ef181a9b11dc627ccaf909869e5  
Attachments: Outgoing President Budget Estimate as of 2-12-21.xlsx

Good afternoon Beau,

Please see attached.

We have a few things in there budgeted for closing down the office in VA like moving furniture out and pulling the cabling.

Let us know if you have any questions.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Fri, Feb 12, 2021 at 10:25 AM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:  
Good morning Beau,

No problem! I will send something over today.

Best,  
Kaitlyn

**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

On Fri, Feb 12, 2021 at 9:53 AM William Harrison <(b) (6) @45office.com> wrote:

Good morning Kaitlyn and Kathy,

Could you all please send over an updated estimated budget at some point today?

Thank you!

-Beau

**Embedded Attachments**  
(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

Outgoing President Budget Estimate as of 2-12-21.xlsx

Date: Thu, 17 Jun 2021 11:59:05 -0700  
Message-ID: <CACeMak8pw3QB=BmTVZA4eYZPJT6nTjXTm1+mO6yerhdr8Vd3Mw@mail.gmail.com>  
Subject: **Re: Waiting on a Confirmation of Budget Estimate**  
From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
To: Beau Harrison <(b) (6)@45office.com>  
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: e7f735dc1291f1a97561f6dc193834ef  
Attachments: Outgoing President Budget Estimate as of 6-17-21.xlsx

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Beau,

Please see the updated budget estimate attached.

Best,  
Kaitlyn

**Kaitlyn Schneider**  
U.S. General Services Administration  
w: 312.810.4626

On Thu, Jun 17, 2021 at 9:28 AM Beau Harrison <(b) (6)@45office.com> wrote:

Great – thank you!

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**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Date:** Thursday, June 17, 2021 at 12:28 PM  
**To:** Beau Harrison <(b) (6)@45office.com>  
**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
**Subject:** Re: Waiting on a Confirmation of Budget Estimate

Good afternoon Beau

I have not heard back on this yet. I just followed up.

If I do not hear back by COB today I will provide what we have.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
U.S. General Services Administration  
w: 312.810.4626

On Tue, Jun 15, 2021 at 1:54 PM Beau Harrison <(b) (6)@45office.com> wrote:

Ok thank you

Get [Outlook for iOS](#)

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**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Sent:** Tuesday, June 15, 2021 4:53:44 PM  
**To:** Beau Harrison <(b) (6)@45office.com>  
**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
**Subject:** Waiting on a Confirmation of Budget Estimate

Good afternoon Beau,

We are waiting to hear back from our finance office on a question before sending over an updated budget estimate. Hopefully we will have this for you tomorrow.

Thank you,

Kaitlyn

**Kaitlyn Schneider**

U.S. General Services Administration

w: 312.810.4626

## Embedded Attachments

(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

Outgoing President Budget Estimate as of 6-17-21.xlsx

Date: Thu, 21 Jan 2021 15:38:01 -0600  
Message-ID: <CACeMak8t09vJJNWVoQ-Q=SaakQhYCBJ=f7qoyeDmGyQGpXpOA@mail gmail.com>  
Subject: **Salary Estimator**  
From: Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>  
To: Elizabeth Cain - AD <[elizabeth.cain@gsa.gov](mailto:elizabeth.cain@gsa.gov)>  
X-Source-Folder: GSA-2022-001419--kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: dbee50701953826fe1665006b75bf054  
Attachments: **Outgoing Transition Salary and Benefits Estimating File 1.5.21 (2).xlsx**

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**Kaitlyn Schneider**  
Presidential Transition Support Team  
U.S. General Services Administration  
w: 312.810.4626

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**Embedded Attachments**  
(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

Outgoing Transition Salary and Benefits Estimating File 1.5.21 (2).xlsx

From: "Spicer, JoAnna C. EOP/OA" <(b) (6)>  
To: "josette.colyne@gsa.gov" <josette.colyne@gsa.gov>  
CC: "kaitlyn.schneider@gsa.gov" <kaitlyn.schneider@gsa.gov>, "jearline.nicome@gsa.gov" <jearline.nicome@gsa.gov>, "Porada, Irene H. EOP/OA" <(b) (6)>  
Subject: **SF-75 Data | Former President's Transition Team - GSA Transfers**  
Date: Fri, 15 Jan 2021 16:16:37 +0000  
Message-ID: <81a3d72ac341484e83f2bc2fea6d523@oa.eop.gov>  
X-Source-Folder: GSA-2022-001419-kaitlyn.schneider@gsa.gov\_0  
X-Email-Hash-MD5: 6115d5180a8fb14135b91d9bb11c27e7  
Attachments: GSA Transfers - SF-75 Data - 01.15.2021.pdf

Hello,

Please see the attached SF-75 data for the following 14 individuals:

- Hayley D'Antuono
- (b) (6)
- Scott Gast
- William Harrison
- Cassidy Hutchinson
- Marcia Kelly
- Nicholas Luna
- Molly Michael
- Margo Martin
- Stephen Miller
- Madison Porter
- Desiree Sayle
- Daniel Scavino
- Eliza Thurston

I saw there was some back-and-forth on the other email chain. Could you please confirm that these individuals will all be appointed on Wednesday 01/20/2021.

Please let me know if you have any questions or concerns.

Thank you,  
JoAnna Spicer  
Senior Human Resources Specialist  
White House Human Resources Division  
Executive Office of the President  
Office of Administration  
Room 89 – EEOB  
Washington, DC 20503  
Direct: 202-395-2033  
Mobile: (b) (6)

**Embedded Attachments**

(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

GSA Transfers - SF-75 Data - 01.15.2021.pdf